**First Name of Application CV No 1646100**

Whatsapp Mobile: +971504753686



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|  Objective |

To obtain a challenging career and excel as quality professional in highly challenging and stimulating environment where I can use my skills and expand my knowledge Updated with Organization.

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|  **Professional Strength** |

**Experience:**

**Previous Profile:**

**National Bank of Pakistan**

 **Designation – Customer Service Assistant**

**Key Responsibilities:**

* Ensure the smooth functioning of the customer service information desk and assist in the overall customer service program for the management and guide them.
* Resolve customer issues and enquires.
* Handling account documents and filing.
* To ensure a long term sustainable relationship with customers.
* Cross selling of bank assurance and investment products.
* Responsible for Checking he Uploading Documents on SERVER.
* Reviews personal and auto loan applications to verify that data is complete and meet establishment standards.

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|  **City Supermarket**  |

 **Designation – accounting assistant.**

**Key Responsibilities**

* Managed vendor accounts, generating weekly on demand.
* Managed financial departments with responsibility for Budget Forecasting, Payroll, Accounts Payable and Receivable.
* Coordinated monthly payroll functions for 200+employees
* Prepared company accounts and tax returns for audit.
* Create Profit & Loss statements
* Preparing sales invoice & the upkeep of and accounts filing system
* Reconciliation and depreciation journals
* Ensuring that information is accurately collated & entered into system
* To maintain proper documentation, data entries and filing.
* Typing Speed 60WPM

 **Designation – Store Keeper**

**Key Responsibilities:**

* Takes care of the company’s stationary stock
* Raising the purchase request of goods
* Coordinates externally with the buyers and internally with the central’s stores
* Clarify product availabilities and delivery time of orders
* Receiving the items and checking the quantity on delivery

 **Research & Project:**

* Project & presentation on work Life Balance Conflicts
* Project & presentation on Financial Analysis of Pakistan Cement factory
* Project & presentation on Combination of Business

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|  **Education** |

**Bachelor of Commerce**

(University of Punjab Lahore – Pakistan)

**I.C.S**

(Board of Intermediate & Secondary Education Rawalpindi – Pakistan)

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|  **Software Knowledge** |

* Windows platforms, Email, Interne, Text Editors
* MS Office, MS Excel
* Oracle Finance, Payroll Accounts
* MS Excel
* Tally, Peach tree

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|  **Languages** |

English – Urdu

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|  **Personal Information** |

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| Date Of Birth | 1TH DECEMBER 1990 |
| Sex | Male |
| Marital Status | Single |
| Religion | Islam |
| Nationality | Pakistani |