**First Name of Application CV No 1646532**

Whatsapp Mobile: +971504753686



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Cover Letter

Dear Sir/Madam,

 With reference to the job description presented by you, I believe I am an excellent candidate for the position of which you advertise. I would request you to accept my enclosed resume as my application for the position.

As you will note on the enclosed resume, the width of my knowledge covers a wide area of responsibilities I have Computer Networking and Data Base, Accounts Payable, Account Receivable, Computerized Accounting, leadership, Administration, Logistics, Operation Management and team work skill. I am recognized for flexibility, adaptability and for a high degree of expertise in the Computer and Operation Management field.

 I believe my background provides the skills that are required for the position. I would welcome the opportunity for a personal interview to further discuss my experience. For more detail below find my CV for your information.

Job Objective

Seeking career in IT, MIS, Administration and Accounts with a progressive organization, having result oriented approach and potential, to grow by self-motivation and interactive with work experience.

Computer Skill

* Microsoft Office proficiency
* Excel spreadsheets
* Mail management
* All Operating Systems use
* Computer Hardware & Software Installation
* System checks and troubleshooting
* Database maintenance
* Computer diagnostics and repair
* Microsoft applications
* SQL, My SQL,
* Photoshop
* Peach Tree, Quick book
* Operated computers programmed with accounting software to record, store, and analyze information.

Accomplishments

* Coordinated all department functions for team of 125 employees.
* Planned and executed all aspects of a major office headquarter move.
* Improved office organization by compiling quarterly budget reports, financial spreadsheets, organizational charts and company data reports using advanced Microsoft Excel functions.
* Demonstrated proficiencies in telephone, e-mail, and fax and front-desk reception within high-volume environment.
* Answered multiple phone lines, transferred calls to corresponding departments, filed patient records and billed accordingly.
* Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.
* Assisted with payroll preparation and entered data into cumulative payroll document.

Professional Summary

* Experience in Software and hardware installation, troubleshooting and basic data and networking and computer problems/fault finding and tolerance.
* Experience in maintenance servicing, installation and operation of a wide spectrum, Computer equipment’s and systems.
* Experience in Stock Reports, Invoices, sale and purchase order LPOs, patty cash, Agreements Letters, Quotations
* Experience in Administration, Customers Care Services, office management and work under pressures.
* Healthy relationship management and negotiation skills with the ability and importuning continuous on the job training to the system
* A good communicator with ability to relate to all management and staff.
* Documentation related to office work.

Experience

 **IT Administrator ( Accountant & Administrator)** Oct 2015 to Till Date

 **Danyail Auto Services L.L.C**

* Maintaining Daily Fuel Receiving Report
* Correspondence with contractors
* Daily Cash flow record
* Updating Sale and Purchase Record Maintaining
* Verification of Purchasing Items
* Updating Records
* General Administration of office
* Answering to telephone calls
* Maintaining Stock Report
* Preparation of Quotations
* Preparation of Sale and Purchase Agreements
* Receiving Costumers
* Preparing of Invoices
* Employees Salary Record Maintaining
* Monthly Reports (Profit and loss statement)
* Replying to the emails
* Installation of s/w and h/w
* Handling all kind of computers problems
* Sharing of documents and Printer on network
* Vehicles Sale and Parches Record Maintenance
* And many more..........

**Program Manager** May 2014 to Jul 2014

**Babrak Nasiri Group of Companies**–Kabul, Afghanistan

* Installation of s/w and h/w
* Handling all kind of computers problems
* Control Assets to Meet Required Load Date
* Control Assets to Meet Required Download Date
* Control QA/QC (Quality Assurance/Quality Control) team for Maintenance
* Control Operation Team for ITV (In-Transit Visibility) Availability
* Control GDMS (Global Distribution Management System) Team for Pining
* Control Accountants for Clear Accounting details
* Control Logistic Manager work with finance office
* Control APM (Assistant Program Manager) to Report PM (Program Manager) on daily basis
* Dispatch of Asset for RLD (Required Load Date) and RDD (Required Download Date)
* Control Team for availability of Assets
* Control Operation Team of Reporting
* Interact with Government APPF (Afghanistan Public Protection Force)
* Response to Customer/COR emails and Questions.
* Controlling of Drivers transaction

**Relationship Manager** Jan 2014 to Apr 2014

**Maihan Seelab Transportation Company** –Kabul, Afghanistan

* Arrangement of meeting dates for company with Government of Non-Government Departments
* Forwarding daily task repot local company employers
* Discuses important emails with head of company
* Correspondence with Contractor (Supreme)
* Helping in Invoices
* Keeping Updated record of Sub-contractors
* General Administration of office

**System Administrator** Sep 2012 to Dec 2013

**Sahil Sabit Basit Services Company** –Kabul, Afghanistan

* Installation of computer hardware's
* Installation of computer software's
* Installation of wireless and LAN
* Sharing of documents and Printer on network
* Handling of Internet problems
* Printing of daily Mission sheet repots
* Contacting with subcontractors for submission of Mission sheets for delivery
* Correspondence with Supreme
* General Administration of office.

**Assistant Program Manager (Administration and Operation)** Jul 2011 to Dec 2013

**Nasssery Transportation Company** –Kabul, Afghanistan

* Maintaining Daily Fuel Receiving Report
* Verification of Reports
* Presenting repots to the management
* Correspondence with Head Office in Dubai.
* Preparing of Invoices
* Keeping Updated record of Sub-contractors
* Tailoring of Computers s/w and h/w problems.
* General Administration of office.

**System Support Engineer** Feb 2008 to Jun 2011

**Post Office Department**-KPK, Govt of Pakistan

* Controlling the servers (CAS system, MPPS system)
* Maintenance of data base
* Daily checking of LAN and WAN
* Maintaining backups of Servers
* Maintenance and updating of System
* Installing Software, Windows and other Application Programs
* Maintaining the Record of GPO
* Provides Training to all staff about the use of Computer and Software
* Office correspondence
* Generating daily transaction reports
* Maintenance of CAS and PMP System

Education

**Master, Computer Science 2006**

**MCS**

(Computer Science Hazara University Mansehra Main Camps)

**Bachelor: Science 2004**

**BSc**

(Math's, State & Computer Kohat University, Kohat)

**Intermediate: Inter Science 2001**

**FA**

(Math's, Civics & I. Studies BISE, Peshawar)

**Matriculation: Science 1999**

**Metric**

Science (BISE, Peshawar)

Languages

Fluent in written and spoken - English, Urdu, Hindi, Parsi and Pashto

Personal Information

Date of Birth : 08-01-1982

Marital Status : Single