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**M**UHAMMAD

OBJECTIVE: A challenging and rewarding career in the field of marketing that will give me an opportunity to capitalize on my unique personality, my superior analytical mind, and my ability to work harder and longer than any of my contemporaries.

 **EDUCATION:**

**GROUP:(B.A)** B.A Passed Intermediate from University of Punjab Lahore in 2013 with Journalisam, Education, Punjabi, Islamiyat.

**GROUP:(I.Com)** I-Com Passed Intermediate from Board of Intermediate Secondary Education Multan in 2008 with Principles of Accounting, Principles of Economics/Commercial Geography, Principles of Commerce/ Banking & Business Mathematics/ Statistics.

**GROUP: Since.** Matriculation Passed Secondary School Examination from Board of Intermediate Secondary Education Multan 2005 with Mathematics, Physics, and Chemistry & Biology.

**Computer Expertise:**

Possess confident command for working on the following tools:

 Microsoft Office Products

Microsoft Word, Excel, Power Point, Visio, in page

Customized Software:

Can operate any customized software within two to three days learning.

**EXPERIENCE:**

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COMPANY: TCS Courier Service Mian channu. (Pakistan)

POSITION: Retail Sales Officer

YEAR: Jun 2008 – March 2010

 Responsibilities are as under: -

1. Maintain the record of all shipment.
2. Daily Basis operation of all shipment.
3. Reporting to Branch Manager on daily Bases.



COMPANY: Gourmet Foods Lahore. (Pakistan)

 Unit#2 Hamdard Chowk Plot#2

POSITION: Sales Coordinator (GM Shops)

YEAR: 02-09-2010 to 02-02-2011

 **Responsibilities are as under: -**

 1. Preparing Net Sale Report for G.M (Shops)

2. Collect Net Sale from all branches.

3. Arrange monthly Item Wise Comparison Report for Respected C.E.O

4. Arrange yearly Item Wise Comparison Report for Respected C.E.O

5. Item Wise Wastage Comparison report for Respected C.E.O

6. Get value from Company internal software for Analysis Report.

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COMPANY: Gourmet Foods Lahore. (Pakistan)

 Unit#2 Hamdard Chowk Plot#2

POSITION: Sr. HR Executive/Admin/Documentation

YEAR: 03-02-2011 to 27-08-2013

 **Responsibilities are as under: -**

1. To maintain the record of HR Office and keep it up to date.
2. To prepare the advertisement for hiring of employees for news paper and internet.
3. To prepare the summary application and shortlisted applications.
4. To call the shortlisted applicants for interview.
5. To maintain the employees files and other documents.
6. To check and maintain the all record of the promotion/selection test of shops employees and report to Manager HR.
7. To collect data from different shops and prepare different reports like Increment list, Attendance summary, Employees data, Employee Card, etc.
8. To type the job description in specific forms and keeps them up to date.
9. To prepare the different kind of notices.
10. To ensure the discipline and cleanliness of office.
11. In absence of Manager HR attend the phone calls and inform him. Also deal the incoming persons.

COMPANY:

POSITION: Assistant Manager (Administration, HR / Finance)

YEAR: 27-08-2013 to Present

 **Responsibilities are as under: -**

 **Administration Responsibilities**

1. Administer employment agreements.
2. Verify and report on benefits payments.
3. Maintain the leave management system.
4. Review remittances.
5. Supervise completion of the payroll.
6. Review payroll reports.

**Finance Responsibilities**

1. Assist with preparation of the budget.
2. Implement financial policies and procedures.
3. Reconcile the general ledger.
4. Prepare and reconcile general bank statements.
5. Establish and maintain supplier accounts.
6. Ensure data is entered into the system.
7. Ensure transactions are properly recorded and entered into the computerized accounting system.
8. Prepare income statements
9. Prepare balance sheets
10. Assist with the annual audit
11. Maintain financial files and records

**Communication Skills:**

 **Speaking:** Urdu, Punjabi, English

 **Writing:** English, Urdu, Punjabi

 **Reading:** English, Urdu, Punjabi

**Personal Information:**

**Date of Birth:**  10, December, 1989

**Gender:**  Male

**Marital Status:**  Single

**Domicile:** Punjab

**Religion:** Islam

**Nationality:**  Pakistani

Can be revealed on request.

**M**UHAMMAD

CV No: 1731846

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 