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**UMAIR**

[**UMAIR.317110@2freemail.com**](mailto:UMAIR.317110@2freemail.com)

**CAREER OBJECTIVE:**

*"To enhance my professional skills in a dynamic and challenging workplace and also want to explore new era of technologies and implement it in a useful way"*

**EXPERIENCE:**

* Worked as an **Assistant Accounts Officer** in **HS Traders** Pakistan From **01 July 2013** to **31st August 2016**.

**JOB RESPONSIBILITIES:**

* Working with spreadsheets, sales and purchase ledgers and journals.
* Maintaining accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions.
* Controlling credit and chasing debt.
* Worked as an **Operation Manager** in the **United Service Station** in Australia From **16th Feb 2012** to **10th Feb 2013**.

**JOB RESPONSIBILITIES:**

* To manage things effectively and efficiently.
* Procurement of Inventories
* Checking the Level of Petroleum Products to reorder within lead time
* Book keeping of Credit Customer Accounts
* Direct Debit of Customers
* Lead the team of filling station.
* Managing the daily record of different products.

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| **EDUCATION:** | **YEAR** |
| **MBA** | **2013-2016** |
| PAF-KIET (Pakistan Air Force-Karachi Institute of Economics and Technology) |  |
| **DIPLOMA IN ACCOUNTING – AUSTRALIA** | **2012-2013** |
| HOLMES INSTITUTE SYDNEY |  |
| **CAT CERTIFIED ACCOUNTING TECHNICIAN** | **2011** |
| Five papers passed from (T1 to T5) |  |
| **B.COM.** | **2008-2010** |
| KARACHI UNIVERSITY |  |
| INTERMEDIATE (HSC) | **2006-2008** |
| COMMECS INSTITUTE OF BUSINESS AND EMERGING SCIENCES |  |
| **MATRICULATION** | **2006** |
| St.Judes High School |  |

**I.T SKILLS:**

* Proficient knowledge of Microsoft Office.

**LANGUAGE:**

* English(fluent)
* Urdu(fluent)

**INTERESTS & OTHER ACTIVITIES:**

**CRICKET:**

* I have played cricket semi-professionally at the Cricket Center of Pakistan where I was selected as vice-captain.
* Due to my excellent team spirit & performance I have been awarded at many times.

**CHARITY WORK:**

* + I have worked part time for the victims of earthquake 2005 in Pakistan
  + I have helped out in aid camps built for the flood victims of 2010
  + Worked in a project from one of my academic course SOCIAL ADVOCACY. In this we have to work in a team and have to raise funds for the needy and poor peoples who can work but do not have working capital.

**REFERENCES:**

References available on request