

**Mir**

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**CAREER OBJECTIVE**

To acquire a challenging position in an organization to employ my hard working efficiency and utilize my skills and knowledge abilities to establish a harmonious relationship with other nationalities and most of all to participate in the growth of the company with well-esteemed and progressive organization in field of hospitality industry to be recognized as professional in my career.

**PROFILE**

Having very patient and pleasant attitude and capable of working both independently and the part of team fully confident and determined of carrying duties successfully and prepare to undergo any type of training courses or whatever is taken up the job.

**CAREER FEATURE**

**Previous Assignment**

Company Name: Knotty Pine Pvt Ltd – T N - India – Vellore

Title: Accounts Department November 2015 To June 2016

8 month work experience as a **Account Assistant** in Knotty Pine Pvt Ltd from (November 2015 to June 2016) Tamil Nadu - Vellore **(INDIA)**

**Key Responsibilities**

* Responsible for filing of documents and maintaining proper records of the same
* Responsible for sorting of Mail correspondence and maintaining proper records of the same
* Internal and external communication forwarded to concern client and offices
* Photocopying of documents
* Preparing LPO’s and following up with the customers
* Handling cash and deposit in bank
* Cheque collection and deposit in bank

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**Previous Assignment**

Company Name: Golden Line Gypsum Works – Abu Dhabi – UAE

Title: Office Dispatcher October 2013 To January 2015

1 year Three month work experience as a **Office Dispatcher** in Golden Line Gypsum Works from (October 2013 to January 2015) ABU DHABI **(U.A.E)**

**Key Responsibilities**

* Responsible for filing of documents and maintaining proper records of the same
* Responsible for sorting of Mail correspondence and maintaining proper records of the same
* Internal and external communication forwarded to concern client and offices
* Photocopying of documents
* Responsible for handling Telephonic conversation and maintaining proper log history
* Preparing LPO’s and following up with the customers
* Cheque collection and deposit in bank

**Previous Assignment**

Company Name: GaziAwad Architects & Engineers – Abu Dhabi – UAE

Title: Office Dispatcher August 2007 – September 2012

5 year one month work experience as a **Office Dispatcher** in GAAE from (August 2007 to September 2012) ABU DHABI **(U.A.E)**

**Key Responsibilities**

* Responsible for filing of documents and maintaining proper records of the same
* Responsible for sorting of Mail correspondence and maintaining proper records of the same
* Internal and external communication forwarded to concern client and offices
* Photocopying of documents
* Responsible for handling Telephonic conversation and maintaining proper log history

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**Previous Assignment**

Company Name: Hardware and Mill Store – T N - India – Vellore

Title: Salesman January 2005 – March 2006

1 year three month work experience as a **Counter Salesman** in Hardware & Mill Store from (January 2005 to March 2006) Tamil Nadu - Vellore **(INDIA)**

**Key Responsibilities**

* Responsible for handling customers
* Handling counter sales activities
* Handling the distribution activities of Sub contractors, following up with the sub contractors for the products sold
* Responsible for tracking stocks and forward the response to the branches regarding the availability of stock
* Handling the Distribution activities of special tools (Civil and Mechanical tools)
* Responsible for checking the invoices and billing the product
* Preparing LPO’s and following up with the customers
* Cheque collection and deposit in bank

**Previous Assignment**

Company Name: Priya Electrical shop –T N - India – Vellore

Title: Salesman December 2003 – December 2004

1 year work experience as a **Counter Salesman** in Priya Electrical shop from (December 2003 to December 2004) Tamil Nadu - Vellore **(INDIA)**

**Key Responsibilities**

* Responsible for handling customers
* Handling counter sales activities
* Responsible for tracking stocks and forward the response to the branches regarding the availability of stock
* Handling the distribution activities of Sub contractors, following up with the sub contractors for the products sold
* Handling the Distribution activities of special tools (Electrical tools)
* Responsible for checking the invoices and billing the product
* Preparing LPO’s and following up with the customers
* Cheque collection and deposit in bank

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**EDUCATION QUALIFICATION**

* Metric

**COMPUTER SKILLS**

* Ms Office, Ms Excel & Tally ERP 9

**LANGUAGE SKILLS**

English, Urdu, Hindi and Tamil

**PRESONAL STRENGTH**

* Hardworking and result oriented as an individual and in a team
* To strive hard to meet the organization’s expectation
* Ability to look at challenges as opportunity

**Declaration:** I do hereby confirm that the information given above is true to the best of my knowledge and belief.