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| **Muhammad Umar – CV No 2010084**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |



🏠 : Al-ain, Abu Dhabi. U.A.E

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| **Objectives:** | I’ll obtain a position at, where I can maximize my management skills, and my quality assurance, program development, and training experience. |
|  | 31, May 2016 --- 31, Dec.2016  **Assis. Accountant;**   * Working with spreadsheets, [sales and purchase ledgers](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals. * Preparing statutory 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. * Reconciling finance accounts and direct debits.   March,2014--Nov,2014. Air BorNe Corpt.(Pvt) Ltd. Lahore.Pakistan.  **Assis. Account Manager;**   * Managing a portfolio of accounts. * Using contacts to generate new Distributors. * Engaging in product management duties. * Delivering presentations. * Attending meetings with clients.   Jan,2013--March,2014. ADAM'S MILK FOODS(Pvt)Ltd. Sahiwal. PK.  **Warehouse Incharge;**   * Coordinate incoming and outgoing stock, deliveries and logistics. * Monitor stock levels and carry out periodic stock takes. * Complete paperwork for domestic movements and customs. * Supervise up to 22 staff members, including preparing weekly   Rosters and leading staff evaluations.   * Interview prospective employees and train new staff members. * Record all stock movement and deliveries in database and   Prepare regular reports.    Aug.2010 - Nov.2012 Energy Engineering co. Sahiwal. PK.  **Purchase & Sales Executive** |
|  | * Give company progressive work * Expand territorial sales by 200%. * Focusing on the customer behaviors and demands * Developing Excellence in Sales |
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| Education: | 2005 Govt. College Of Commerce. Sahiwal. PK.   * Diploma in Commerce. |
| **Computer**  **Skills:**  **Interests:**  **Languages:** | A computer literate who can perform all relevant skills with ease.  MS Word, Ms Excel, MS Power Point and Internet browsing.  Study Dawn newspaper, Traveling, Gardening and Internet.  English  Urdu  Arabic (Basic) |

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