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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.comWe 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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