**Hafiz Muhammad Ali Tahir**

**Visa status: Visitor**

**CAREER OBJECTIVE:**

I want to accept the growth challenges of well-reputed and growing organizations, involved in forecasting and devising strategies and setting goals, to drive successful excellence and prove self-abilities. Self-actualization as an enthusiastic professional motivated to work as a team member in a challenging environment, with an organization that nurtures the competencies of its members.

**ACADEMIC EDUCATION:**

**EXAMINING BODY Marks**

* Bachelors in Business Administration (BBA) Foundation University CGPA 3.09

(2012/2016)

* I.C.S FBISE 56%

(Federal board of intermediate and secondary education)

* Matric (science) FBISE 71.9%

(Federal board of intermediate and secondary education)

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Strong grip over verbal communication, non-verbal ques and interpersonal skills
* Managerial, problem solving, interpersonal and negotiation skills
* Confidently able to work independently or in a team to deal effectively with employees and management
* Efficient in organizing and prioritizing tasks to meet deadlines
* Ability to manage multiple projects with minimal supervision
* Centralized and consensus based decision making abilities
* Have a good level command over English and Urdu Language.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
* DCAS (Diploma in Computerize Accounting) Peachtree and QuickBooks.
* Internet usage. (Proficient)
* Computer usage. (Proficient)

**INTERESTS AND HOBBIES:**

I have interest in:

* Finance.
* Marketing.
* Human resource (HR).

My hobbies.

* Football.
* Cricket.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Capital Marketing Services**

**Tenure: 21st June 2014 to 20th September 2014**

**Responsibilities:**

* Payroll Management.
* Expense Management.
* Relationship building with Business Buyers and Potential Customers
* Reviewing sales performance and records

**Achievements:**

* Strong Grip in Payroll.
* Gain Knowledge about how to manage Expense and sales.

**Organization:**

**Tenure: 22nd August 2016 to 22nd October 2016**

**Designation: Consultant**

**Responsibilities:**

* Solving Problems of clients.
* Giving sessions to clients.

**Achievements:**

* Strong grip on Sidat Hyder Financials (SHF) and Sidat Hyder Payroll.

**Organization:** **Askari Bank limited** (ABL)

**Tenure:**  **31st July 2015 to 15 September 2015**

**Designations:**  **Internee**

**Responsibilities:**

* Clearing/OBC
* Foreign Trade
* Deals in Foreign currency
* How to manage accounts
* Credits/Deposits

**Achievements:**

* Gain Experience about banking.

**Organization: PEMRA (**Pakistan Electronic Media Regularity Authority)

**Tenure: 23rd October 2016 to 23rd November 2016**

**Designation: Team leader**

**Responsibilities:**

* Preparation and data entry of vouchers and payroll.
* Consolidate monthly expenditure.
* Work as a team leader and have to manage a team of 6 people for completing given task.

**Achievements:**

* Gain knowledge about voucher.
* Learn Leading Skills.

**Organization: Melvic (Pvt) Ltd**

**Tenure: 5th January 2016 to 5th August 2016**

**Designation: Financial officer**

**Responsibilities:**

* Managing financial problems like cash management credit, income etc.

**Achievements:**

* Gain knowledge about finance field and how to manage finance of a firm.

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| **Hafiz Muhammad Ali Tahir – 2014692**  Whatsapp +971504753686  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. |