**Khurram**

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**Profile**

Khurram is a highly self-motivated, resourceful and creative individual with excellent presentation /communication skills. He has the ability to develop strong and mutually beneficial working relationships, delivering excellence and achieve exceptional results. Always striving for quality, quick to learn new concepts, Khurram enjoys being part of a successful and productive team.

Now looking to utilise current my skill set and expertise in adding value to the Lincoln Corners and playing a vital role in overall management and all programming held at the assigned site.

**Key Achievements**

 Highly commended by senior management for taking responsibly of all company accounts at Mangle Metals.

 Have always helped the companies I have worked for in refining processes, organizing accounts, encouraged transparency, and strategized towards total quality management and economic production.

 Always praised by management for playing an active role towards maintaining company accounts, assisting with audit team, recording sales and all purchases.

**Areas of Expertise**

|  |  |  |
| --- | --- | --- |
|  Event Management   Progress Reporting   Sale Purchase Recording   Creditor /Debtor Updation |  Sales Tax Returns   Bank Transactions   MS Office Suite   Project Planning and Management |  Team Player   Presentation Skills   Customer Focused   Communication Skills |

**Work Experience**

**Heeded Trader, Islamabad (Oct 2015 – Present)**

**Care taker**

 Core responsibility consists of updating records related to company assets.

 Arranging team meeting and evaluating weekly progress.

 Involved with maintenance work.

**Rivaldi Fashion, Islamabad (Apr 2013 – Jul 2014)**

**Sales Manager**

 Prepared and maintained database of clients along with keeping customers updated them regarding new promotions, seasonal sales and latest collections.

 Handled cash counter and operated sales database software.

 Responsible for receiving stock and manging documentation in regards to clearance of goods from custom office.

 Supported the marketing team by reaching out to customer through SMS /E-mail alerts regarding new promotions.

**Mangle Metals PVT Ltd (Jan 2010 – Aug 2011)**

**Assistant Accountant**

 Core responsibility consisted of preparing /maintaining company accounts.

 Worked alongside Chief Accountant and helped update company accounts, managed the sale purchase register, and also prepared Debtor /Creditor accounts.

**Other Work**

 Floor Mill, Mirpur AJK (Dec 2009 – Jan 2010). Assisted with updating account records.

 Mangle Metals, Islamabad (Jan 2014 – Aug 2014). Payment collection from clients.

 Kashmir Food Pvt Ltd, Islamabad (Apr 2015 – Dec 2015). Maintained company accounts.

**Educational Qualifications**

 Chartered Certified Accountant (In Progress)

 Bachelors of Commerce, Punjab University, Lahore (2009).

 ICOM, Punjab College of Commerce, Rawalpindi (2007).

 High School, AJK Board of Intermediate and Secondary (2005).

**Volunteer Work / Professional Development**

**Helen Keller Centre**, Islamabad (2016)

Was part of a 6 month volunteer program at the Helen Keller Centre, located within the premises of National Library and Resource Centre. Actively participated in marketing activities and organising events in order to showcase the facility and introduce the centre as a place of valuable resources for students and public in general. Successfully increased traffic flow and interest in the services available at the facility. Participated in various events, coordinated with college /university students regarding various events conducted on Law, Communication, and Education in USA. Assisted with programs that included storytelling and screening of movies for the young children of the community.

 Organized a three day free medical camp for community of AJK with a team of doctors from Rawal Complex Islamabad. The team was successfully in treating more than 3000 patients. (2015).

 Participated in the 7th Youth Leaders’ Summit Islamabad. (2012).

 Course Completed - Basic of Islamic Banking & Takaful Falah -e- Ummah Project, Islamabad. (2010).

 Course Completed - MS Word /Excel /Power Point, Shah Hamden College, Mirpur. (2010.