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| New_logo  Contact HR Consultant for CV No: 341279  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website:<http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  **OBJECTIVE**  To work with an aim to gain  valuable hands on experience  and professional skills in  reputed organization which  provides a challenging, learning  and developing atmosphere.  **PROFILE**  Nationality: Pakistani  Gender: Male  DOB: 03/01/1990  Status: visit visa  Driving license: Pakistani | **PROFESSIONAL EXPERIENCE**  **ACCOUNTANT**  Sghira Trading EST. Saudi Arab KSA | April 2016-September 2016   * Preparing asset, liability, and capital account entries. * Preparing financial statements. * Document financial transaction by entering accounting information. * Recommend financial actions by analyzing accounting optoins. * Preparing payments by verifying documentation, and requesting disbursements. * Report to management regarding the finances of establishment.   **INVENTORY MANAGER**  Pak Traders Lahore Pak | 2015-2016   * Receive and record new stock as it comes in. * Maintaining optimal stock levels to ensure timely availability of products. * Minimizing exposure to obsolete and excess stock. * Putting forward recommendations for operational policy, procedures and goals. * Monitoring available supplies in order to ensure customers and employees requirements.   **SALES COORDINATOR**  Pak Traders Lahore Pak | 2014-2015   * Effectively communicating with customers in a professional and friendly manner. * Ordering and ensuring the delivery of goods to customers. * Supporting the field sales team. * Organizing sales promotional campaigns. * Respond to customer complaints and give after sale support when they request.   **INTERNSHIP**  National bank of Pakistan | Jun-Aug 2013 |

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| **TECHNICAL SKILLS**  Peach Tree  Tally  Zoho Book  MS Office  MS Excel export  IOSH  **LANGUAGES**  English: Excellent  Urdu: Native  Arabic: Basic  Pashtu: Mother tongue | **EDUCATION**   * Master of Business Administration (MBA) **Mar,2014-Nov,2015** (NORTHERN UNIVERSITY NOWSHERA). * Bachelor of Business Administration (BBA) **Nov,2009-Feb,2014**   (CECOS UNIVERSITY OF IT & EMERGING SCIENCES PESHAWAR).  **GOLD MEDAL FOR BEST ACADEMIC PERFORMANCE**   * Awarded by Gold medal in Bachelor of Business Administration (BBA).   **PERSONAL SKILLS**   * Good communication skills. * Leadership qualities gained during work. * Ability to work under pressure. * Excellent problem solving capabilities. * Excellent Presentation Skills. * Keeping & Maintaining official Data and Assets. * Excellent Computer Skills. (Net-Surfing). |