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| New_logoContact HR Consultant for CV No: 341279E-mail: response@gulfjobseekers.comWebsite:<http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> **OBJECTIVE**To work with an aim to gainvaluable hands on experienceand professional skills in reputed organization which provides a challenging, learningand 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 TallyZoho BookMS OfficeMS Excel exportIOSH**LANGUAGES**English: ExcellentUrdu: NativeArabic: 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).
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