**FARHAN**

**FARHAN.343344@2freemail.com**

**Key Words: Accounts, Administration**

**Objective:**

To pursue a career in a growing and dynamic firm; putting my knowledge & Skills into practical form, thus gaining valuable experience while rendering to it all possible services in my capacity.

**Academics:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Majors**  | **Year of Passing**  | **Institute / University** |
| MBA | Finance & Banking |  2010 | NUML |
| B.Com | Commerce Subject  |  2007 | Sialkot College of Commerce  |

**Experience:**

1. **Summit Bank Ltd – Sialkot - Pakistan (3rd, September -2012 to 30th November- 2016)**

 **Designation: Teller Officer OG (II)**

**About Summit Bank**

**Summit Bank Ltd** is one of the fastest growing commercial banks of Pakistan, which, in a very short span of time, has expanded its network across the country and built an infrastructure based on state of the art “Risk Management Framework” as well as “IT platform.” Also targeting to be a universal bank in terms of providing products and services in all key segments of banking i.e. Corporate and Investment Banking, Trade Finance, Commercial Mid Market / SMEs, and Consumer Banking, it commenced its operations in August 2006.

**Responsibilities :**

* Receive and count working cash at beginning of shift
* Identify customers, validate and cash checks
* Accept cash and checks for deposit and check accuracy of deposit slip
* Process cash withdrawals
* Perform specialized tasks such as preparing cashier's checks, personal money orders, issuing traveler's checks and exchanging foreign currency
* Perform services for customers such as ordering bank cards and checks
* Receive utility bill payments including Electricity, Telephone and Gas.
* Record all transactions promptly, accurately and in compliance with bank procedures
* Balance currency, cash and checks in cash drawer at end of each shift
* Answer inquiries regarding checking and savings accounts and other bank related products
* Attempt to resolve issues and problems with customer's accounts
* Providing training and assistance to new joined cashier.
* Dealing **Western Union, Express Money, Ammat and Mailk Exchange.**
1. **Hameeda Industries Pvt Ltd – Sialkot ( 18th June , 2012 to 31 August 2012)**

 **Designation: Sales Officer (Asst.)**

**About Hameeda Industries :**

**Hameeda Industries** is one of the biggest group (Punjab - Pakistan) dealing with cooking oil. Group has its own manufacturing units and Sales & Distribution points. While wide network of distribution & sales agents exist across Punjab – Pakistan.

**Responsibilities:**

* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Calling to arrange meetings with potential customers to prospect for new business.
* Responding to incoming email and phone enquiries.
* Acting as a contact between a company and its existing and potential markets
* Negotiating the terms of an agreement and closing sales.
* Gathering market and customer information.
* Negotiating on price, costs, delivery and specifications with buyers and distribution agents.
* Advising on forthcoming developments and discussing special promotions.
* Creating detailed proposal documents, often as part of a formal bidding process which is largely dictated by the prospective customer.
* Liaising with suppliers to check the progress of existing orders.
* Checking the quantities of goods on display and in stock;
* Recording sales and order information and sending copies to the sales office, or entering figures into a computer system.
1. **Classico Rubber Field Pvt Ltd, Sialkot (25 July, 2007-31 July, 2008)**

**Designation: Sale officer Ex Accountant (Asst.)**

* Recording daily Sales & Purchasing, Organize and maintain financial records
* Suggest ways to reduce costs, enhance revenues and improve profit
* Inspect account books and accounting systems to keep up to date
* Examine statements to ensure accuracy
* Ensure that statements and records comply with laws and regulations
1. **AIM (Academy of Information & Management Sciences) (21st Dec, 2004 – 31st Dec, 2005)**

 **Designation: Office Administrator**

* Devising and maintaining office systems, Booking rooms and conference facilities.
* Organising the office layout and maintaining supplies of stationery and equipment
* Maintaining the condition of the office and arranging for necessary repairs.
* Organising and chairing meetings with staff.
* Managing records for daily attendance, leave and working hours.

**Professional IT Certificates:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name**  | **Software** | **Duration**  | **Institute**  |
| IT-Basics  | MS Word, Excel, Power Point, Internet | 4 Month  | SIITCourse by skill Development Council of Pakistan |
| Accounting Software | Peachtree | 2 Month | Soft man Computer College |

|  |  |
| --- | --- |
| **Personal Information**  |  **Business & Personal Skills** |
| * Nationality Pakistani
* Marital status Married
* Age 30 years
* Health Excellent
* Language English, Urdu
* Visa Status visit
 | * Excellent Communication & Presentation Skills
* Excellent ability to work as a part of team
* Result oriented and target driven professional
* Commercial awareness
* An ethical attitude
 |