To,

The Mr. / Mrs. HR Manager

**Dear Sir**,

            With reference to the vacancy announced in your organization, I would like to submit my application for your kind perusal. I am an aspirant for the above position in your organization and I hereby enclose my updated CV to provide you pertinent information concerning my experience and skills.

            My objective is to secure a position in your organization where I can expect to be challenged with different responsibilities.

            Given an opportunity to serve your organization, I will prove myself worthy of the job and you will find me to be a dedicated person with the ability to quickly establish strong work relationship with individuals of all levels of backgrounds. As for my personality of being proactive, friendliness, an early riser and a team player, it enables me to maintain an effective and efficient performance in a conscientious manner.

            I thank you very much for your time and consideration in advance and I would appreciate the opportunity of a personal interview at your convenience.

**Thanking you,**

**Yours Very Truly**,

**Sarfraz**

**Sarfraz.37001@2freemail.com**

**Objective:**

To pursue career in Accounts, Finance orHR department at international level where I can contribute enthusiastically by deploying my professional capabilities and expertise in order to achieve organizational and personal goals.

**---------------------------------- Professional Experience -----------------------------------**

**Lal Din Engineering Pvt Ltd. Lahore, Pakistan**

***Store Manager* June 2013 to July 2015**

I got an opportunity in Lal Din ENGG. As store manager. This is an automobile company, below are the duties that I performed:

* Handling of stock physical & systematic measure
* Handling of stock transfer
* reconciliation with Company accounts
* Audit coordinator.

**Mazco Industries Pvt Ltd Lahore, Pakistan**

***Warehouse Manager*  Nov 2011 to April 2013**

I got an opportunity to work with Mazco industries Pvt Ltd. Which works in cash & carry stores. My duties were:

* Handling of stock through physical and systematic measures
* Monitoring and evaluation of supply chain
* Administrative Control
* Accounts Control
* Handling Parties Payments
* Maintaining payroll

**------------------------- Educational Credentials -----------------------------**

**2011 The University of Lahore Lahore, Pakistan**

* Passed **M.Com** (Masters of Commerce)

**2008 University of the Punjab Lahore, Pakistan**

* Passed **B.Com** (Bachelors of Commerce)

**2006 Board Intermediate and secondary Lahore, Pakistan**

* Passed **I.Com** (Inter in Commerce)

**2004 Board Intermediate and secondary Lahore, Pakistan**

* Passed Matriculation in Science

**------------------- Computer skill& Extra Curricular ----------------**

* MS Office (Word, Excel, PowerPoint)
* Operate various type of Accounting software
* Internet Surfing
* Books Reading
* Cricket

 **------------------------------- Personal Details --------------------------------------**

* Marital Status **:** Unmarried
* Religion : ISLAM
* Nationality : Pakistani
* Date Of Birth : 13-03-1990
* Languages : English, Hindi, Urdu

**------------------------------------ Reference --------------------------------------------**

* Furnished upon Demand