**Muhammad**

**Muhammad.365924@2freemail.com**

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**CAREER OBJECTIVE:**

To seek a career oriented job in an environment that can best utilize my knowledge and skills in achieving its goals while seeking long term career with optimum growth.

**CAREER PROFILE/SKILLS:**

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| Worked in ERP OPAL | Worked in SAP (Level Key user)  | Perform in Ms Office | Analytical Thinking with well thought of Decision Making |
| Pro-active problem solver | Reporting | Effective at Multi-tasking and Team Player | Written and verbal communication skills |

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Mezan Beverages Co. Lahore Pakistan**

(Beverage Company like Coca Cola)

**Tenure:**  March 2016– March 2017

**Designation:** Admin Officer

**Responsibilities:**

* Supervise administration procedures, security staff, monitor the inward and outward gate passes.
* Administer company vehicles, maintenance of vehicles, fuel records.
* Prepare admin related reports (vehicle running report, stock outward reports etc)
* Perform other task assigned by higher management

**Achievement:**

* Completed first operational year of the company successfully with excellent accounting records practice.

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**Organization:** **Khadam Milk Foods, Sahiwal Pakistan**

(Milk Foods Company like Almarai)

**Tenure:**  March 2015 – Feb 2016

**Designation:** Admin & Accounts Officer

**Responsibilities:**

* Supervise all the administration and Accounts procedures manually and in Accounting Software in the company.
* Accounting and financial reporting for management, including proper recording of all financial transactions, trial balance, cash and bank reconciliations, report of expenditures versus budget, reconcile the general ledger, payroll & employee advances and documentation.
* Monitor & maintain computers & laptops, install, configure and diagnose hardware & software issues and problems.
* Manage the filing, storage and security of documents.

**Achievements:**

* Prepare formats, update records and guide the staff of main store regarding stacking and storing of finished goods.
* Prepare record of attendance, made designations, employee cards.

**Organization:** **CDM Smith Inc. Islamabad Pakistan**

(Constructions)

**Tenure:**  Feb 2010 – October 2014

**Designation:** Admin-HR & Procurement Officer

**Responsibilities:**

* Administer and responsible of a satellite office for smooth running all administrative and security matters of the office and staff in the field.
* Administer and facilitate the transport, generators, inventory, purchases, IT, and make up to date the office equipment, vehicles. Prepare local security reports and send to H.O, meetings with police
* Prepare and keep update the office records regarding purchases, fuel, vehicle maintenance.
* Keep update the personnel files to HR head office and facilitate the CDM online training programs of the staff.
* Supervise the admin staff and prepare their performance appraisals also help to engineering staff in preparation of appraisals.
* Monitor & maintain computers & laptops, install, configure and diagnose hardware & software issues and problems.

**Extra Responsibilities as Finance Officer:**

* General ledger maintenance, writing accurate reports to the finance manager.
* Control and reconciliation of petty cash, cheques etc
* Made payments to venders and suppliers ensure promptly and accurately.
* Perform all assignments given by the higher management.

**Achievements:**

* Project completed successfully

**Organization:** **Punjab Beverages Co. Faisalabad Pakistan**

**** (Beverages)

**Tenure:**  Jan 2007 – Feb 2010

**Designation:** Process Head Key User

**Responsibilities:**

* Prepare Invoices and manage any discrepancy in the record.
* Manage distributor’s empty glass bottles balance
* Prepare Reports
* To assist manager development to collecting sorting and execution of data for SAP implementation and launching.
* Supervise the finished goods record from production physically and systematically.
* Perform all assignments given by the higher management.

**Achievements:**

* Data collecting, sorting and implement and Go Live the SAP SD Module (Shipping) in the company.

**ACADEMIC EDUCATION:**

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| --- | --- | --- |
| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| Masters of Business Administration | Alama Iqbal Open University Islamabad Pakistan | 2009 |
| Bachelors in Computer Science | Bahauddin Zakria University Multan Pak | 2005 |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

**REFERENCE:** Reference will be furnished on demand.