

**Hazrat**

[**Hazrat.366668@2freemail.com**](mailto:Hazrat.366668@2freemail.com)

Objectives

A hard working self starter who is willing to take full commercial responsibility for issues such as; managing accounts to maximize profit, customer retention, revenue generation, base growth and tenure. He is persistent in his drive for improvement and has an impressive track record of bringing better changes in new business.

I am currently looking for a suitable position with a company renowned for hiring exceptional people and for giving them unparalleled opportunities to build their careers & capabilities.

Qualification

**MBA in Finance (3.5 years with 3.31 CGPA)** from University of Swabi (KPK), Pakistan (2015)

Education

* **S.S.C:** Board of Intermediate and Secondary Education Kohat, Pakistan (2007)
* **F.Sc:** Board of Intermediate and Secondary Education Kohat, Pakistan (2009)
* **B.Sc:** Kohat University of Science and Technology, Kohat (KPK), Pakistan (2011)

Professional Experience

**2 Years Experience as Assistant Accountant at**

**Seyyed Hashemi Cars Accessories L.L.C (Awir Auto Market Dubai)**

Job Responsibilities

* Recording of sales, purchases, payable, receivables of cars, car accessories and other day to expenses.
* Preparing and update reports for monthly sales and expenses.
* Preparing reconciliation statements such as banks, suppliers and sales reconciliation.
* Preparing delivery Report of cars and accessories.
* Coordination with suppliers and daily follow up with sales persons for sales reports and daily cash deposits.
* Responsible for administration duties such as stationery purchase and stuff for daily use.
* Preparing the balance sheet at the end of the financial year.

Relevant Experience

**5 Year experience** as **Sale Representative** at Shoe Zone Hangu (Part time Job, from 2009-2011)

**My Key Responsibilities were:**

* Establishing and adjusting selling prices by monitoring costs, competition, supply and demands.
* Completion of sales operational requirements by scheduling and assigning employees.
* Maintaining sales staff by recruiting, selecting, orienting, and training employees.
* Contributing to team effort by accomplishing related results as needed.
* Maintaining sales volume.

Computer Skills

* Oracle
* Peachtree
* Tally
* Quick Book
* MS Office (MS Word, MS Excel, MS Power Point)

Languages

* English
* Urdu
* Pashto

References

*References available upon request.*