**CURRILCULUM VITAE**

**Hamid**

**Hamid.373409@2freemail.com**

I came across an advertisement for this opening vacancy and am very interested in working with your organization. I have enclosed a copy of my current resume for you to review. I have included in my resume all of my accomplishments, and I am certain that I can bring more value to your organization.

I have had the opportunity the work in the retail field for the last 5 years. While working in this field, I was fortunate to enhance my communication skills as well as my public relations skills, as I was responsible for the working with incoming customers during major sales during holidays.

My skills include but are not limited to, stocking the inventory, working with unruly customers and receiving shipments of inventory. I am always willing to learn any necessary skills that will be needed in order to have a long and successful career in your agency.

In my reviewing your organization’s objectives and goals, I believe that my willingness to learn and achieve would fit the needs of what you are looking for. I am also confident that your organization can help me to enhance my performance levels. I would be very interested in speaking with you to discuss my resume and potential employment further and look forward to hearing from you soon

Seeking for a suitable position in a reputed company or multinational bank or multinational company where my academic background and skill can be utilized to the maximum.

**Education & Certifications:**

* Master In COMMERCE, 2016 (1ST position )
* The Superior College Lahore Pakistan
* Bachelor degree In COMMERCE, 2014 (2nd position )
* **The university of Punjab Lahore Pakistan**
* Inter in COMMERCE 2012 (2nd Position )
* BISE Gujranwala Pakistan
* Matric 2010 (1st Position)
* BISE Gujranwala Pakistan

**Computer Skills**

* Windows 98 , 2000 , XP
* M.S Office
* Advanced excel
* Peechthree Accounting Software
* Sage Accounting Software

**Professional Experience :**

###  Position : ACCOUNANT

**Company : Dexam Instruments Sialkot Pakistan**

**Year : FROM August 2016 TILL the August 2017**

**Duties and Responsibilities**:

* Vender billing
* Vender ledger
* Vender payments
* Making of cheque
* Salary sheets
* Customer invoices
* Tax deduction
* Customer correspondence
* Any documents which higher management required
* Administrative activities
* Employee attendance
* Some HR activities
* Petty Cash
* Banking
* Cash Book
* Day Book
* B R S

**Position : ASSISTANT ACCOUNTANT**

**Company : Nawab Sons Lahore**

**Year : NOVEMBER 2014 TO June 2016**

Duties and Responsibilities:

* Customer Billing
* Vender billing
* Customer ledger
* Vender ledger
* Day book
* Cash or cheque payments
* Documentations
* tax account of this company.

**Position : SALES SUPERVISOR**

**Company : Sajjad Bro Electric store sialkot**

**Year : Jan 2012 TO June 2014**

Duties and Responsibilities:

* General day book
* Client book
* Stocks book
* Purchases book
* Sales book
* General expenses book
* Revenue book

**Other skills:**

Good presenter, Active in a team work, decision maker, I am ready for a full time job, very good in driving cars, self-motivated, Patient, Ambition, hard worker and seriously in my work and Preparing for meeting.

**Personal Information:**

**DATE OF BIRTH :** 20 March 1994

**PLACE OF BIRTH** : PAKISTAN

**NATIONALITY** : PAKISTAN

**MARITAL STATUS :** Single

**LANGUAGES KNOWN :** English, URDU, HINDI, PUNJABI

 **REFERNCE**

Will be furnished upon on request

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

 Applicant