# Picture 003.jpgAHMED

E- Mail : ahmed.379522@2freemail.com

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| objective |
| To obtain a full-time position in the field, where I can practically apply and improve upon my management and operational skills. I am also more than willing to accept a position in an exciting new field that I have not yet had the opportunity to work in. |
| educational qualification |
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| **EDUCATION** | **INSTITUTES** | **YEAR** | **GPA** |
| Masters of Business Administration | Iqra University Karachi, Pakistan | 2016 | 3.15 |
| Bachelor of business Administration | Iqra University Karachi, Pakistan | 2013 | 3.00 |

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| PROFESSIONAL EXPERIENCE |
| * **Carrefour Location: Dubai, UAE from Jan 2017 to Present**

Working as Receiving In-charge, dealing with Suppliers on Material Ordering and Receivables, Assets Database Entry, Check and Follow up with Warehouse on Material Stock and maintaining the business cycle process in store.* **Meezan Bank Ltd Location: Karachi, Pakistan from Nov 2014 to June 2016**

Worked as a Branch service officer, performs overall day to day operations of the bank, such as new accounts, customer service, and cheque related transactions.* **H.J Enterprises Location: Karachi, Pakistan from Jan 2013 to Oct 2014** Assisted with all aspects of administrative and HR management such as create and maintain database records, resolving day-to-day and weekly administrative problems, recruiting new staff and distribute payroll for staff.

**ADDITIONAL SKILLS*** Excellent Communication skills with a focus on customer service.
* Focus to ensure that each task is completed correctly, efficiently, and effectively.
* Integrate into all team situations easily and comfortably.
* Utilize interpersonal skills to motivate and encourage co-workers.
	+ - * Experience with MS office and Temenos T24 (Banking system software)
* 50 WPM typing speed.
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| personal information |
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| Date of birth | August 14, 1990 |
| Marital Status | Single |
| Nationality |  Pakistan |
| Driving License | UAE Issued |

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| **DECLRATION** |
| I hereby declare that the above given information is true to best of my knowledge. |
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