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| **DANISH**  **ACCOUNTS & FINANCE/ BUSINESS MANAGEMENT/ CUSTOMER SERVICES/ MARKETING & SALES/ SECRETARIAL / PROFESSIONAL TRAINER**  [**Danish.381544@2freemail.com**](mailto:Danish.381544@2freemail.com) | | |
| knowledge24x24icons Profile Summary | | |
| * A goal-oriented professional with **over 15 years in Sales, Business Development, Accounts & Finance, Admin & Operations.** * Excellent Communication Skills and Professional Correspondence. * Team lead. Ability to build and train individuals for professional tasks as designated. * Eager to learn and implement new ways and techniques to maximize business. Ensure Business Development. * Capability to relate to people at any level of business and management to International standards. | | |
| core24x24icons Core Competencies  **Accounts & Finance   Inventory Management**  **Customer Relationship Management  Risk Management  Service Operations   Process Improvement**  **Reporting & Documentation**  **Business Development**  **Products/ Services Promotion** | | edu24x24icons Academic Professional Details   * Bachelors in Commerce – Karachi University * Matriculation in Science – St. Paul’s English High School * Diploma in Advanced Hotel Management – Pakistan Institute of Tourism & Hotel Management, PITHM.   exp24x24icons Organizational Experience  ***GENESIS TALENT MANAGEMENT – Most Recent***  ***Head of Accounts & Finance, Admin, Operations and Business Development***  **Key Result Areas:**   * Strategic planning to ensure maximum productivity in all areas of organizational work. * Hire and Train Staff. Ensure Performance goals are set and met. * Handle Financial Activities, Budget Setting and Expense Tracking. * Represent the organization to public, stakeholders and business alliances. * Creating Finance and Accounts Reports. * Design Schedules and presentations for meetings. * Professional, Legal and Banking Correspondence. Tax Returns.   **Highlights:**   * Holding Commercial Shoots as per best standards. Ensure Time Management. * Planning and ensuring executions of imposed processes and regulations * Assist Higher Management in Directorial Work. * Ensure Shoots are handled in the best manner as per laid standards. * Building rapport with customers, leading models and actors on professional and personal arena to maximize business. |
| softskills24x24icons Skill Set    Team Player  Target Orientated  Communicator  Customer Relationship | |
| career24x24icons Career Timeline  **May 2004 – June 2011 *Limited Editions @ Nova Leathers Head of Sales***  **June 2014 – Nov** **2014 *Pearl Diesel – Sharjah, UAE***  ***Senior Accounts Person***  **Aug 2011 – April 2014 *Citi Bank – Karachi,***  ***Sales & Relationship Officer***  ***r***  ***Business***  **Jan 2015 - Nov 2017 *Genesis Talent Management Business Development, Accounts & Finance***  , Dubai as Logistics & Supply Chain Consultant |  | |
| Personal Details **Date of Birth:** 18th January 1983 **Languages Known:** English, Hindi, Urdu. | | |