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| **DANISH** **ACCOUNTS & FINANCE/ BUSINESS MANAGEMENT/ CUSTOMER SERVICES/ MARKETING & SALES/ SECRETARIAL / PROFESSIONAL TRAINER****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.
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| core24x24icons Core Competencies **Accounts & Finance Inventory Management** **Customer Relationship ManagementRisk ManagementService 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.
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| softskills24x24icons Skill SetTeam 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.  |