**CURRICULUM VITAE**



**Awais**

Email: [awais.391601@2freemail.com](mailto:awais.391601@2freemail.com)

**PERSONAL INFORMATION**

Sex Male

Religion Islam

Date of birth 10/12/1986

Nationality Pakistani

Marital status Married

**OBJECTIVES**

* + - * To become a professional Manager.
      * To work in a more professional and challenging working environment that helps to advance the abilities of management and Business analysis
      * To contribute accumulated knowledge and experience to business
      * To find a stable job with promotion prospects and competitive salary

**EDUCATION**

2001 Matriculation – Board of intermediate School Fsd Pakistan (C.Grade)

2003 D.COM - Punjab Board of Technical Education Lahore (C.Grade)

2003 Computer Diploma - Aitcheson Computer College (1st Division)

2005 B.COM - University of the Punjab (1st Division)

2010 MBA Marketing- University of the Punjab (3.21 CGPA)

**TRAINING COURSE:**

Team building, Solving problem, Time management, Project management, Leadership, Self motivation, working ownership.

**EXPERIENCES:**

***11/2018 to now: Project Manager***

***Green Field Agro Chemicals Pakistan***

***Main business: chemicals & Fertilizers***

**Main duties:**

Report to General Director, Supervise 30 staffs (2 accountants, 1 administrator, 1 purchasing officer, 1 Warehouse in charge, 15 Sale Managers, 10 Field Officers)

* Responsible Chemicals & fertilizer project launching.
* Organizational business planning.
* Product line developing.
* Organizational structure building.
* Customer services & relationship management.
* Services selling policies.
* Procurement of products.
* Market analysis & building new markets.
* Sales & Marketing policies.
* Analysis of operating expenses and revenue.
* Departmental infrastructure building.
* Group reporting package (IFRS).
* Establish company yearly budget, quarterly forecasting.
* Control company expenditure and financial status.
* Cash management.
* Conduct audit schemes.
* Responsible for reports on taxes, banking and labors.
* Manage Sales strategies.
* Work closely with Sales Manager to follow up budget and forecast as well.
* Monitor Corporate Policies.
* Payroll Administration.
* Take care Human resource & Administration.

**Achievement:**

* Satisfactory project Launched
* Organizational infrastructure established
* Set up organizational sale throughout country.
* Set up internal financial control procedures.
* Set up product line management.
* Customer relationship service management.

***03/2017 to 11/20018: Operations Manager***

***BM Technologies Pakistan***

***Main business: Chemicals/Fertilizers/FMCG***

**Main duties:**

Report to General Director

Supervise staffs: Accounting Manager, IT Manager, Sale Manager, Inventory Manager, Logistic Manager, Product Manager, and Administration Manager.

* Responsible for financial and management functions including the review of systems of internal controls and financial procedures and providing advice to the business units on all financial matters.
* Ensure efficient running of the accounting and information department.
* Plan and control of overhead expenditures and financial results   
  established long term objectives.
* Manage the accounting system including accounts payable, accounts receivable, general ledger, project costing, inventory, cash flow projection, credit and corrections to contribute to overall financial and performance results. Ensure compliance with corporate, local statutory requirement through appropriate record keeping.
* Work proactively with management team to control actual Business performance results consistent with operating plan commitments for the organization.
* Prepare and analyze monthly financial results, quarterly forecasts, performance review and annual budget, yearend reporting and year end package.
* Maintain adequate procedures and controls to ensure accuracy of job results.   
  Establish adequate internal controls and procedures to safeguarded and protect company assets.
* Payroll Administration.
* Liaise with bankers, auditors, tax agents, legal consultants and statutory bodies.
* Business Policies.
* Market development.

**Achievement:**

* Set up departmental infrastructure
* Conduct accounting software
* Set up finance and accounting report system
* Set up internal financial control procedures
* Set up customer relation building system.

**Reason for leaving:**

* To upgrade career

***02/2016 to 03/2017: Sale Manager***

***Green Zone (Allah Din Group of Companies)***

***Main business: Fertilizer and pesticide***

**Main duties:**

Report to Business Manager

Supervise 4 staffs: Field Officers.

* Sale target achievement.
* Service selling to end consumer of products.
* Market development.
* Cash management.
* Customer Ledger maintenance.
* Logistic support.

**Achievement:**

* Achievement of sale targets.
* Customer relation support system

**Reason for leaving:**

* To upgrade career

***05/2006 – 02/2016: Branch Manager/Warehouse incharge***

***Agro Limited (A company of JS Bank)***

***Main business: Chemicals/Fertilizers***

**Main duties:**

Report to Manager Operations

Supervise 6 staffs: receivables, payables, Logistic, banking, Sale and cashier.

* Accounts receivable management.
* Follow income bridge, expense bridge between actual and budget
* Check reports on costing, financial, tax, audit and bank reconciliation
* Compare between budget and actual figure
* Make monthly Profitability of Analysis
* Monthly calculate cost of products
* Be in charge of variance expenses (VAR comment report)/Actual & Budget
* Prepare monthly analysis expenses and costing
* Make business correspondence with suppliers and customers
* Assistant to Finance Manager in banking transactions (Credit line, tariff, facilities)
* Deal with Bankers (Loan, Letter of Credit …)
* Deal with Group, External and Tax auditors
* Logistic administrations.
* ISO internal auditor (participate in control and improve the quality system)

**Achievement:**

* Execute accounting activities fluently
* Build up accounting and store procedure system

**Reason for leaving:**

* To upgrade career.

***05/2006 – 02/2015: Senior Zonal Head Accountant***

***Ali Akbar Group of Pakistan***

***Main business: Chemicals/Fertilizers/Seeds***

**Main duties:**

Report to Chief Accountant

* Calculate cost; consolidate company and branches’ financial reports.
* Receivables and Payables Accounting
* Make monthly reconciliation & Cash flow statement
* Inventory Management
* Control company expenditure and auditing.
* Customer accounts management.
* Work closely with sale manager to follow up budget and forecast as well.
* Monitor corporate policies.
* Assist in sale strategies.
* Monthly sale, audit, performance results reports.

**Achievement:**

* Manage a huge customer accounts bank.
* Manage a huge inventory.

**Reason for leaving:**

* To get advance in career.

**LANGUAGE** English / Good

**PC SKILL** MS Office (Word, Excel, Power Point, Access)

Accounting software/ERP: ACPAC, Oracle,.

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