

**NAVEED**

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**Objective**

**I would like to associate myself with an organization where I can utilize my experience and skills and willing to work in challenging environment to enhance the productivity of the Company by building a long term career with the organization.**

**Professional Experience**

**Tourism Development Corporation of Punjab, Lahore March, 2014 to Aug, 2014**

**Sales Executive**

**(Printing and Publicity Section)**

**Responsibilities**

* **Consult with new and existing customers on tours and services available to them.**
* **Meet consultation and sales objectives in a fast paced environment.**
* **Fill out and submit necessary paperwork for client finalization.**
* **Work with customers to determine what packages and services will suit their needs best.**
* **Provide exceptional customer service throughout the sales process.**
* **Create a brand experience with customers to get them excited about new tours different packages.**
* **Preparation of Sales Invoices**
* **Youth Wing section**

**Abdullah Textile Mills Pvt (Ltd) Khanewal. Sep. 2012 to Feb. 2014**

**Account Assistant**

**Abdullah Textile mill is principally engaged in the business of textile manufacturing covering weaving, bleaching, dyeing, buying and selling and otherwise dealing in yarn, cloth and other goods and fabrics made from raw cotton and synthetic fiber and to generate, distribute, supply and sell electricity.**

**Responsibilities**

* **Collaborate with accounting team to support various accounting projects and activities on a daily basis**
* **Provide assistance to prepare financial statements according to company policies**
* **Perform journal entries as per established and statutory accounting standards**
* **Carry out reconciliations of account, general ledger and sub-ledger**
* **Provide financial information for business analysis and auditing when needed**
* **Answer customer queries and issues in timely and accurate manner**
* **Prepare, reconcile and record the payments.**
* **Prepare and submit expense reports to management for approval**
* **Management of petty cash & salary.**
* **Bank Reconciliation**

**Chasma Sugar Mills Pvt Ltd. D.I Khan. 1st July. 2011 to 31st Aug. 2011**

* **Worked as an internee.**
* **Maintaining Books of Accounts.**

**Educational Qualification:**

* **BBA (Hons) Major Finance from Gomal University D.I Khan Session 2008 to 2012**
* **HSSC (Higher Secondary School Certificate) from Govt. Higher Secondary School No.4, D.I Khan 2006 to 2008**
* **SSC (Secondary School Certificate from Govt. High School 67/15.L Khanewal 2005**

**Professional Certificates:**

* **Peachtree.**
* **Quick Book.**
* **IELTS (International English Language Testing System) AEO Pakistan**
* **Certificate of achievement for the Completion of English (US Embassy Islamabad).**
* **Computer Basics.**
* **MS Word.**

**Languages Known:**

**English, Urdu, Punjabi, Hindi, Pashto (Read & Write)**

**Personal Details:**

**Date of Birth : 01/01/1990**

**Gender : Male**

**Marital Status : Single**

**Religion : Muslim**

**Visa Details:**

**Visa Status : Long Term Visit (expires on 10/07/2015)**

**Declaration**

**I solemnly declare that the information given herein is true, accurate and to the best my knowledge and belief. I further declare that all this information I supplied to the company is legal, genuine and true.**