**Gulfjobseeker.com CV No:** **1273416**

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*Professional synopsis*

***Dynamic and result oriented multitasking professional having achieved many goals in my five years of progressive career at the Administration of Manpower utilization & Sales & Marketing Operation. Seeking higher level assignment to expand my performances with a growth oriented organization. Now looking forward to a making a significant contribution to the marketing department of a company that offers genuine opportunities for progression.***

***Key Skills***

|  |  |
| --- | --- |
| * ***Employee Database & Their Scrutiny*** * ***General Office Administration*** * ***Budgeting and Forecasting Project*** * ***Employees Payroll & Disbursement*** * ***Good Analytical skill*** * ***Financial Reporting Expertise*** | * ***Creative Team Leadership*** * ***Building Relationship*** * ***Marketing Strategies & Analysis*** * ***Focus Group & Market Research*** * ***Development of Training Materials*** * ***Thinking outside the box*** |

*Experience*

***4th April, 2010 to till date***

***.***

***Designation : Senior Admin & Finance officer.***

***Reports to : Project Manager (Programme Monitoring & Evaluation)***

***Head office : 5-A Moblink tower street, Meerwani garh, near city school, Jinnah Town off summugli road, Quetta, Pakistan***

***Key responsibilities and accountabilities:***

* ***Manage the filing, storage and security of documents.***
* ***Arrange meeting schedule with international donor agency or local government bodies.***
* ***Provide backhand support to proposal writer while accomplishing specified project with the time line constrained.***
* ***Providing synergy between the donor agency and the organization.***
* ***Streamline all the activities with the project priorities.***
* ***Verify and code time sheets and hours worked***
* ***Calculate employee salaries, deductions and contributions***
* ***Cash collection and issuing receipt voucher.***
* ***Cash disbursement and issuing payment voucher***
* ***Preparing payroll and Distributing Salaries.***
* ***Database maintenance and General administrative support.***
* ***Maintain Accounts; Petty Cash, Maintain all documentary records of income and Expenditure.***
* ***Prepare accounts reconciliations of the cash book to the project budgets and resolve any discrepancies or disagreements.***
* ***Procure goods and equipment as per requirement.***
* ***Responding all financial information to upper management***
* ***Preparing budgets and Forecasting expenses.***

***6th Jan, 2008 to 3rd March, 2010***

***Company : Time Food Industries.***

***Designation : Sales Officer.***

***Reports to : Sales & Marketing Manager***

***Head office : 28-B new officer colony sadder Lahore cantt, Pakistan***

***Regional office*** *:****Hanif Trader, Kasi RoadQuetta***

***Key responsibilities and accountabilities:***

* ***To ensure proper and prominent display of all products range at dealer outlet.***
* ***To ensure the assigned Company targets are completed on monthly basis.***
* ***To increase dealer network by adding new dealers after proper scrutiny.***
* ***Maintain and develop existing and new customers through post, telephone, and personal visits.***
* ***Respond to and follow up sales inquiries***
* ***Monitor and report on activities and provide relevant management information.***
* ***Carry out market research, competitor and customer survey.***
* ***Develop road map for the dispatched of goods***
* ***Introducing scheme for the enchantment of sales target***
* ***Assigned territory to the specific area.***
* ***Developing sales forecasting reports***
* ***Reimburse the losses if any damages claim by customer***

*Educational Certificates/ Diplomas*

* ***Master in Business Administration – MBA (2007-2010)***

***MBA Marketing by Research, Equivalent to M.PHILL Marketing.***

* ***Bachelor in Commerce – B.com(2004-2006)***
* ***IELTS Certification: (Listening, Reading, writing& speaking)***

***Nicon Institute, 6th Road Campus, Rawalpindi.***

* ***MS Office: (Word, Excel, PowerPoint)***

***United Institute Ghordat Sing Road, Quetta.***

*Personal Details*

***Date of Birth*** *:* ***1st February, 1985***

***Nationality : Pakistani***

***Status : Single.***