# Picture 003.jpgAHMED

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| objective | |
| To obtain a full-time position in the field, where I can practically apply and improve upon my management and operational skills. I am also more than willing to accept a position in an exciting new field that I have not yet had the opportunity to work in. |
| educational qualification | |
| |  |  |  |  | | --- | --- | --- | --- | | **EDUCATION** | **INSTITUTES** | **YEAR** | **GPA** | | Masters of Business Administration | Iqra University Karachi, Pakistan | 2016 | 3.15 | | Bachelor of business Administration | Iqra University Karachi, Pakistan | 2013 | 3.00 | |
| PROFESSIONAL EXPERIENCE | |
| * **Carrefour Location: Dubai, UAE from Jan 2017 to Present**   Working as Receiving In-charge, dealing with Suppliers on Material Ordering and Receivables, Assets Database Entry, Check and Follow up with Warehouse on Material Stock and maintaining the business cycle process in store.   * **Meezan Bank Ltd Location: Karachi, Pakistan from Nov 2014 to June 2016**   Worked as a Branch service officer, performs overall day to day operations of the bank, such as new accounts, customer service, and cheque related transactions.   * **H.J Enterprises Location: Karachi, Pakistan from Jan 2013 to Oct 2014** Assisted with all aspects of administrative and HR management such as create and maintain database records, resolving day-to-day and weekly administrative problems, recruiting new staff and distribute payroll for staff.   **ADDITIONAL SKILLS**   * Excellent Communication skills with a focus on customer service. * Focus to ensure that each task is completed correctly, efficiently, and effectively. * Integrate into all team situations easily and comfortably. * Utilize interpersonal skills to motivate and encourage co-workers.   + - * Experience with MS office and Temenos T24 (Banking system software) * 50 WPM typing speed. | |
| personal information | |
| |  |  | | --- | --- | |  |  | | Date of birth | August 14, 1990 | | Marital Status | Single | | Nationality | Pakistan | | Driving License | UAE Issued | | |
| **DECLRATION** | |
| I hereby declare that the above given information is true to best of my knowledge. | |
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