**QaisarAfzal**

**Email:** [Qaisar.384994@2freemail.com](mailto:Qaisar.384994@2freemail.com)

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**OBJECTIVE:**

To be a competent figure in emerging challenges and to make effective use of my knowledge, experience and capabilities through acquiring a dynamic place among professionals in your esteemed organization. To seek employment this will allow development, growth and make use of my existing skills.

**EDUCATION:**

* **Bachelor of Arts(2018)**

Punjab University Lahore ,Pakistan

* **I.C.S (Computer Science) (**2012-14)

Punjab Group of Colleges Khanewal (2nd Division)

* **Matriculation (Computer Science) (**2010-12)

Govt.Public High School Khanewal (2nd Division)

**OTHER QUALIFICATIONS:**

* **Front Office Management (Receptionist)**(2015-16)

COTHM(College of Tourism and Hotel Management ) Multan (77%)

* **Diploma in Office Management (D.O.M) (2012)**

United Development Society(regd) Khanewal (A Grade)

**EXPERIENCE:**

1. **Designation : Distribution Manager**

**(March 2018-Till Date ) at Winlay Foods (Pvt ) Ltd Multan**

**Role :**

* Oversee Distribution operations.
* Oversee the transportation of goods from Distribution to consumer to client.
* Monitor progress of major shipments to ensure receipt.
* Ensure goods are stored properly and at the right temperature.
* Decide appropriate quantities of items to stock.
* Reconcile Stock on Daily Basics and Collect Cash of Sale from Salesman.
* Prepare all types of Reports Require by MD.
* Prepare Stock , Cash,Credit,Salary Reports for the Distribution.

1. **Designation : Sales Officer**

**(May 2017-Feb 2018 ) At Shamim& Co (Pepsi-Cola Multan Bottlers) ( Pvt ) Ltd Multan**

**Role:**

* To design and manage route plan for sales team.
* To act as a caretaker of company assets in the market.
* Maintain a High energy/high caliber direct sales staff.
* Train Motivate and coach a team of 6 to 8 full time sales consultants.
* Develop territory, market penetration and sales execution strategies to consistently attain and exceed goals.
* Foster an environment of open communication.

Relationship management with retailer base to maintain sustained level of services at both supply and sales ends for the retailers.

1. **Designation : Key Punch Officer**

**(May 2015-May 2017 ) At Shamim& Co (Pepsi-Cola Multan Bottlers) ( Pvt ) LtdMultan**

**Role :**

* Enter information into databases or software programs using keyboards or scanners.
* Compile, sort and verify the accuracy of data before it is entered.
* Compile data or documentation.
* Experience in Eagle I web based software.
* Compare data with source documents, or re-enter data in verification format to detect errors.
* Verify accuracy of financial or transactional data.
* Enter information into databases or software programs.
* Store completed documents in appropriate locations.
* Store records or related materials.
* Locate and correct data entry errors, or report them to supervisors.
* Check data for recording errors.
* Provide information to coworkers.
* Maintain logs of activities and completed work.
* Maintain operational records.
* Select materials needed to complete work assignments.
* Select resources needed to accomplish tasks.
* Operate office equipment.

1. **Designation : Accountant**

**(May 2015-2017) atArsalan Traders Distributor (Pepsi Cola Multan Botlers) Pvt Ltd Multan**

**Responsibilities :**

* Data Entry of invoices and purchase orders.
* Petty Cash Checking & Reconciliation.
* Handling Bank Deposits / filing.
* Handling all matters related to cash and checking accounts.
* Preparing bank reconciliations and daily cash reports.
* Assistance in preparation of management reports for the management.

Management of account Receivable / account payable and its regular reconciliations.

**Training :**

Training as a **Booking Officer** at Faisal Movers(Pvt ) Ltd.( 4 Weeks)

**Key Skills and Strengths:**

* Excellent Knowledge About System Hardware and Software.
* Technical and Functional Expertise
* Understanding the Business
* Achieving Results
* Serving the Customer
* Teamwork
* Interpersonal and Communication Skills
* Leadership and Personal Effectiveness
* Maintain and fix all the system bugs and make them useable
* Good in computer working (MS OFFICE, Macromedia flash player, Business applications).
* Team leadership and sense of urgency to get results.
* Co-ordinate and supervise Project driven Tasks
* Self-Motivated, intuitive and openness to experience
* Good interpersonal, negotiation, coaching and prioritizing Skills.
* Result Oriented, Enthusiastic.
* Good in reading/writing/speaking English, Urdu, Saraiki and Punjabi.

**Hobbies/Interest :**

Reading, Writing Challenging Videogames, Social Networks, travelingOrganizing & Managing Events , Meet New Peoples as well.

**PERSONAL:**

Nationality Pakistani

Date of Birth July 14, 1997

Religion Islam

Gender Male

Marital Status Single

**REFERENCES:**

Will be furnished on demand