

**ASIM**

🖰 : asim-394754@2freemail.com

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| **Objective****STRENGHTS** | With **13 Years** of Successful career in UAE, I have to offer in terms of **AccountsAssistant,** business promotion strong leadership skills and surpassing performance parameters, presently seek a new challenging, Jr. Executive position in forward-looking organization to use gained expertise, contact and industry knowledge ready to assume responsibilities with vigor and commitment, to work with a company where I can share and enrich my ideas and skills, where by utilizing my abilities to perform my job with the extreme proficiency, thus helping the organization to achieve its vision and hoping to grow with the company.* Professionally Qualified.
* Have excellent communication skills in English & Urdu.
* Excellent negotiable and communication skills.
* Strong commercial sense and business acumen.
* Skilled in targeting and penetrating potential market.
* Effective team player and strong manners.
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| **Experience** | Accounts/ OperationsOfficer March2018to April 2019.* Managed day to day operations coordinate with customers & drivers.
* Prepared daily reports & daily cash receipts for deposit and updating in system.
* Reconciled daily cash receipts.
* Coordinate with drivers to resolve if any breakdown,
* Releasing funds to suppliers.
* Preparing vouchers, FTA VAT submission quarterly,
* Dealing with Challans, revenues, expenses, Debtors and creditors.
* Handle Insurance policies renewal.
* Follow-up with customers for payments,
* Employees visa process.
* Preparing staff salaries,

Accounts Assistant December 2006to October 2016* Dealings with bank and other related matters including maintaining and reconciling Cash Book and Bank Statements.
* Prepared daily cash receipts for deposit and updating in system.
* Reconciled daily cash receipts and printing reports.
* Releasing funds to other regional offices/ components.
* Preparing vouchers, financial statement and balance sheet of the company.
* Dealing with Challans, revenues, expenses, Debtors and creditors.
* Recording, analyzing and reporting the inventory in computerized administrative systems.
* Ordering, purchasing, receiving, dispatching and stocktaking materials, goods and consumables, including compiling orders, unpacking, checking, sorting, shelving and storing items and maintaining inventories.
* Handle Insurance policies renewal.
* Analyze current insurance policies and suggest additions or changes.
* Update Job knowledge by participation in educational opportunities reading professional publications maintaining personal networks participation in Professional organizations.
* Attend meeting with clients and manufacturers to inquire about products and services.
* Conduct research on clients’ needs and provide goods that meet such needs these goods will have a brighter chance of selling highly.
* Carryout market research to identify goods and services in demand.
* Create and develop fresh ideas for marketing campaigns.
* Create marketing plans for the introduction of new products and services to consumers.
* Write detailed promotional marketing plans.
* Analyze cost of sales and work with budget to save cost.
* Monitor stages of campaigns and determine their and result from ongoing performances.
* Follow-up with customers
* Servicing meetings including processing and distribution of minutes.

Computer operator – PakistanMay 2005 – October 2006* Prepare compile and sort documents of data entry.
* Check source documents for accuracy.
* Verify data and correct data where necessary.
* Obtain further information for incomplete documents.
* Update daily data and delete unnecessary files.
* Combine and arrange data from source documents where required.
* Enter data from source documents into prescribed computer database files and forms.
* Scan documents into documents management systems or databases.
* Check complete work for accuracy.
* Store complete documents in designated locations.
* Maintain logbook or records of activities and tasks.
* Print information when required.
* Maintain own office equipment and stationary supplies.
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| **Education& CERTIFICATION****TECHNICAL SKILLS** | * Secondary School of Education from Punjab Board Rawalpindi.
* Higher Secondary Education from Punjab Board Rawalpindi.
* ISO Certificate, (ISO 9001:2016, ISO 14001:2015, OHSAS 18001:2007 & ISO 19011:2011 on Integration Management System requirements).
* Proficient in **Microsoft Office** Package.
* Proficient in **Oracle** – E Business Suit & R12.
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| **Personal information** | Date of Birth : 19 October 1986Sex : MaleMarital Status : MarriedNationality : PakistaniReligion : MuslimVisa status : Visit Visa till 3rd December 2019Expected Salary : (Negotiable)Driving License : **Valid UAE Driving License** |
| **LANGUAGE****DECLARATION** | Urdu, English & ArabicI hereby declare that all above mentioned information is true to the best of knowledge. |
| **References** | References shall be furnished upon request |