**HAMZA**



Email: hamza-397414@gulfjobseeker.com

D.O.B: December 18, 1995

Nationality: Pakistani

Religion: Islam

Visa Status: Visit Visa

1. have **4 Years**’ experience of **Accounts,**

**Office Administration, Documents Controller & Data Entry Supervisor.**

* Experienced in processing enquiries from the customer face to face.
* Entrepreneurial thinker who works well independently or a part of a team.
* Strongly commercial with excellent communication and influencing skills.
* Can multi- task & work under pressure to meet deadlines without sacrificing quality of output.

**Professional Experience**



**In Dubai, United Arab Emirates.**

**6 Months of Experience as Warehouse Supervisor.**

* Maintaining and overseeing inventory and supplies by receiving, storing, and delivering items
* Responsible for ensuring the highest quality of the work and maximizing productivity of our **warehouse**.
* Scheduling Material Deliveries and Shipments.
* Plans and performs work that involves ordering, receiving, inspecting, returning, unloading, shelving, packing, labeling, pricing, delivering,
* Maintaining a perpetual inventory of office supplies, and various types of equipment.

**Ghauri Tyre & Tube PVT LTD. Lahore, Pakistan.**

**3 Years of Experience in Oracle, SAP, ERP as Accounts Executive.**

* Managing the Accounts Payable & Receivable
* Handling All Stock and Client Invoicing
* Managing All Expenses & Payrolls
* Documents financial transactions by entering account information
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Handle monthly, quarterly and annual closings

**Panther Tyre & Tube PVT LTD. Lahore, Pakistan.**

**1 Year of Experience as Office Administrator.**

* Management of **office** equipment.
* Maintaining a clean and enjoyable working environment.
* Handling external or internal communication or management systems.
* Managing clerical or other **administrative** staff.
* Organizing, arranging and coordinating meetings.
* Sorting and distributing incoming and outgoing pos.

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| **Computer Skills** |  | **Other Skills** |
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* Computer experience including data entry.
* Clear understanding of the Internet and its tools
* Well known about Computer Parts. \*Knowledge of Word, Excel and Windows based applications and internet usage.
* Passionate to work in team.
* Solution Oriented approach
* Good communication on phone.
* Front desk dealing.
* Willingness to take on extra responsibility.
* I am capable of working with the all nationalities.

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| **Degree** | **Board / Institute** |
| Bachelor in Commerce **(BCOM)** | Allama Iqbal Open University, **Lahore Pakistan** |
| Intermediate in Commerce **(ICOM)** | Lahore Board, **Pakistan** |
| Matric | Lahore Board, **Pakistan** |



**Language**

Strong communication skills in **English, Urdu, Hindi, Punjabi,**

All the information stated above is true in its entirety, and I shall be held solely responsible for any discrepancies thereof. Documentary evidences and references will be provided on request.

**Regards**

**(HAMZA)**