

Shahid

Aman



Contact

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Languages

- English – Fluent
- Hindi – Fluent
- Urdu – Fluent
- Punjabi – Fluent
- Arabic - Intermediate

Personal Profile

- Nationality: Pakistan
- Date of Birth: 05/10/1991
- Marital Status: Married
- Visa Status : Residence (Transferable if require)
- Driving license: Yes (Light Vehicle)

Summary

To hold a position of responsibility in a progressive organization wherein I get an opportunity to apply my analytical and logical capabilities towards fulfillment of Organization and personal goals. I am looking for a long-term career in a prestigious company that will provide advancement in terms of intellectual and personal growth. I am respective to feedbacks and acknowledge areas that I need to improve which only shows my eagerness to learn my desire to strive for perfection. Effective communicator excelling at interaction with people on all levels of an organization. Excellent promoter of the team concept to ensure the goals of an organization are met. Excels in highly competitive environments where leadership skills are keys to success.

Skill Highlights

- Communication Skills
- Strong organizational and reasoning skills
- Leadership Roles
- Cash Handling
- Intellectually curious
- Service-focused
- Ability to work well under pressure

Experience

Sher Ahmed Scaffolding & Construction Company - 03/2017 to 03/2019

Assistant Accountant, Dubai, United Arab Emirates

- ❖ Experience working with heavy workload.
- ❖ Performed all data entry tasks with system checks.
- ❖ Reconcile invoices and identify discrepancies
- ❖ Prepare bank deposits
- ❖ Process reimbursement forms
- ❖ Create and update expense reports
- ❖ Enter financial transactions into internal databases
- ❖ Check spreadsheets for accuracy
- ❖ Maintain digital and physical financial records
- ❖ Issue invoices to customers and external partners, as needed
- ❖ Review and file payroll documents
- ❖ Participate in quarterly and annual audits
- ❖ Making Receipt Vouchers & Payment Vouchers

Sunrise Turfcare & Flowers L.L.C - 05/2019 to 06/2021

Public Relations Officer (PRO), Dubai, United Arab Emirates

- ❖ Building positive relationships with stakeholders, media and the public
- ❖ Prepare and submit PR reports
- ❖ Manage PR issues
- ❖ Prepare and distribute press releases
- ❖ Preparation of professional documents.
- ❖ Organization of events.
- ❖ Relationship building. It mainly involves networking with various groups such as clients, colleagues, social services, and organizations.

Emirates Post Group – 08 / 2021 to 02/2023

Customer Service Representative.

- Follow calling procedures while initiating outbound calling.
- Share customers feedback/comments related to inbound complaint & /or delivery concerns.
- Committing to exceptional customer service.
- Update shipment delivery status on EPG client platform firstly & proper disposition on Genesis as per listed dispositions to match the calls results on EPG call log.
- Initiate 300 calls/day, 7800 Attempts in a month. Allot at least 150 shipments for delivery/day.

Education

Bachelor of Commerce (B.COM): **Hazara University Mansehra, Pakistan –2013**

Advanced Diploma of Associate Engineer DAE (**Petroleum Technology, 3Year**): **Iselect Institute of Science & Technology, Pakistan – 2016**

Certifications

Certificate in Information Technology (IT): **Technical Board of Peshawar Pakistan – 2016**

Certificate in First Aid (**In Department of Casualty**):**Ayub Medical Complex Pakistan – 2015**