



HASEEB AHMAD

Admin Executive - Accounts Assistant - Sales Executive

About Haseeb:

Highly organised individual with great communication and interpersonal skills, and have years' experience working as an administrator. Have strong typing and data entry skills, and enjoy working independently as well as in a team. And efficient Admin Executive with a proven track record of providing excellent administrative support. Experienced in streamlining processes, managing calendars, and organizing events. calculating and checking payments, amounts and records to ensure they are correct, preparing reports and budgets, fielding communications with vendors, ordering of stock, filing, making quotations for customers, preparing statement of customers, making tax invoice, filing VAT return etc.

Skills

• Accounts	• Problem solving
• Proficient in MS Office	• Accurate cash handling
• Sales experience	• Team player
• Strategic planning	• Flexible
• AutoCAD 2D	• Creativity
• Leadership	• Active listing

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Present Address:

Al Ain, UAE

Academic Qualification

Name of Exam	Group/Sub	Institute/University	Year of Passing
B.Com	Commerce	Punjab University	2018
I.Com	Commerce	Board of Intermediate & Secondary Education	2015
Matriculation	Science	Government Boys High School	2013

Jobs And Experience



Admin Executive | 2019 To Till Now |

Bahar Al Yamama Aluminium And Glass Works – Al Ain, UAE

Support the Accounting department by performing clerical tasks, including calculating and checking payments, amounts and records to ensure they are correct, preparing reports and budgets, fielding communications with vendors, ordering of stock, filing, making quotations for customers, preparing statement of customers, making tax invoice, filing VAT return, making 2D Drawings on AutoCAD and other duties as needed.



Branch Manager | 2018 To 2019 |

Haier Store (Tome Pvt Ltd) – Lahore, Pakistan

Directing all operational aspects including distribution, customer service, human resources, administration and sales in accordance with the electronics objectives.

Providing training, coaching, development and motivation for sales staff.

Developing forecasts, financial objectives and business plans.



Data Puncher (On Contract) | 2018 |

Nielsen Retail Company – Lahore, Pakistan

Entering data into software and check to ensuring the accuracy of the data that has been inputted. Resolving discrepancies in information and obtaining further information for incomplete documents.



Data Puncher (On Contract) | 2018 |

IPSOS – Lahore, Pakistan

Entering consumers home use things from the given documents within time limits. Verifying accuracy information to prepare data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.



Accounts Assistant | 2016 To 2018 |

Dyson Research Labs. – Lahore, Pakistan

Support the Accounting department by performing clerical tasks, including processing and recording transactions, preparing reports and budgets, fielding communications with clients and vendors, fact checking, filing, and other duties, as needed.



Storekeeper | As Trainee |

Unique Packages. – Lahore, Pakistan

Performing activities such as stocking of operational materials and supplies, responsible for packing, labelling, and returning supplies. Checking materials and supplies and report when the stock is low. Reporting about damages and discrepancies for accounting as well.