

Naqash Javaid

Dubai, United Arab Emirates

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OBJECTIVE

To join organization, which provides opportunity to learn and grow, honours hard work, commitment, dedication, sincerity and intelligence. To seek position where I may be entitled to utilize & enhance my ability, skills & knowledge to their fullest potentials with an organization, which offer career growth and advancement. I would like to take a leading role in accomplishment of company's goals.

EDUCATIONAL QUALIFICATION

- B. Com from Muslim Collage Abbottabad (Hazara-University) 2012-2013
- DBA Diploma in Business Administration (KPK Board) 2010-2011

COURSES, TRAINING, AND CERTIFICATION

- Diploma in business administration

WORKING EXPERIENCE

1. Accountant /admin
2. Cashier
3. Document Controller
4. Data Entry Operator
5. Costumer Services
6. Sale

Worked On accounting Software ERP FQMS and SAP (Business One) TMS Software

- Responsible for **All Cash Sale, Instalment Sale, Expenses Bank Dep, Purchasing, Stock & Reconcile both software Working on ERP and (SAP).**
- Manage All Cash, Petty cash and Deposit in Bank And prepare bank Reconciliation.
- Manage all Stock make Invoices and Purchase Invoice Receive and Stock Issue Entering customer and account data from source documents within time limits.
- Handling sensitive or confidential information and am highly proficient in the use of an Electronic Document Management System
- Responsible for properly receiving processing. filling and reporting all official Documents.
- Working Accounting Software Work on accounting software Manage all heads A/C receivable, payable, expenses, payroll, inventory control & import and store keeping
- Manage all Wearhouse Activity Receiving dispatching (Inbound Outbound) Receive RTO, C2C, return pickup From Delivery Staff segregation labelling making KPI Reports And all related reports and manage all shipments. Send All Reports to Managements and Follow Head office Instructions.
- Accountant/Cashier at BeStrong Building Contracting Manage All Projects Expense Like Office Expenses Purchases by Projects and Enter All Expenses by Projects Make Salary Sheet Time Sheet and Manage All Employees Visa Insurance

WORK WITH MAIN CLIENT AND PROJECT.

- Naem Electronic Group (Accountant/Cashier And customer Care)2019-2022
- Afzal Electronic (Accountant/Cashier And costumer Care)2017-2019
- Royal Corporation (Tiles and ceramic)2014-2016
- Hitech Network (Tele Communication) 1 year Internship
- Working in I mile delivery as Wearhouse Associate-2022-2023
- Cashier At I mile Delivery Services-2022 To 2023
- Cashier At BESTRONG Building Contracting LLC- 3 Month

OTHER SKILLS

- Computers Skills.
- Organization and Planning Skills.
- Team leaders Skills.
- Marketing Skills.
- Typing speed 50 words per minute.

PERSONAL PROFILE

- | | | |
|------------------|---|-----------------------------|
| ○ Nationality | : | Pakistani |
| ○ Gender | : | Male |
| ○ Date of Birth | : | 01Apr1990 |
| ○ Visa Status | : | Visit |
| ○ Passport # | : | AX8690502 |
| ○ Marital Status | : | Married |
| ○ Reference | : | Will be issued upon request |

LANGUAGES KNOWN

- English: Written and Spoken
- Urdu: Written and Spoken
- Hindi: Writen and Spoken

DECLARATION

I do hereby declare that the above details are true to the best of my knowledge and belief.

Naqash Javaid
APPLICANT