

Haseeb Ahmad

Service Officer
Receptionist
Cashier



Contact



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Al Ain, UAE

Expertise

- Admin Executive
- Strong decision maker
- Complex problem solver
- Innovative
- Service-Focused
- Proficient in MS office
- Accurate cash handler
- Sales Expert
- Leadership

Languages

- English
- Arabic
- Urdu
- Hindi
- Punjabi

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.

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, prepare reports and budgets, field communications with vendors, order of stock, filing, made quotations for customers, prepare statement of customers, made tax invoice, filing VAT return, made 2D Drawings on AutoCAD and other duties as needed.



Branch Manager | 2018 To 2019 |

Haier Store (Tome Pvt Ltd) – Lahore, Pakistan

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

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

Developing forecasts, financial objectives and business plans.



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.

Education

- **Bachelor of Commerce**

University of the Punjab (2018)

- **Intermediate of Commerce**

Board of Intermediate & Secondary Education (2015)

- **Matriculation (Science)**

Government Boys High School (2013)