



AQIB SAGHIR

CONTACT

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AL-Rigga, Dubai



EDUCATION

(2023)

- Masters of Accounting and Finance
- ADP (Accounting and finance)

KEY SKILLS

- Accounts handling.
- CRM Handling.
- Microsoft Office.
- Presentational skill
- Work Force handling.
- Photoshop.

VISA STATUS

- Visit visa

PROFILE

A goal-oriented and results driven individual. I try to explore myself and make results efficient as much better as I can. Learn new things about current market affairs, business strategies, living ways and business growth. Development and growth gradually are my objectives.

PROFESSIONAL EXPERIENCE

Aug 2023 – Oct 2023

Raaziq International in Pakistan

Accounts Executive:

- Maintain petty cash and record all bank deposits.
- Record transaction in ERP and mailed invoices to customers.
- Performed monthly bank reconciliation to ensure more accuracy with clients.
- Maintain all cash record in Ms Excel.

Sep 2022 – Feb 2023

5G Properties in Pakistan

Sales Executive:

- Establishing and maintaining long-lasting relationships with corporate clients for future expansion.
- Marketing through social media.
- Insite out-site meetings.
- Plan and analyze of needs and priorities of customer to ensure superior custom services.
- Maintain customer satisfaction.

March 2022 – Sep 2022

Rainy Sports, in Pakistan

E-commerce Specialist & Accountant

- Maintain daily expenses.
- Online marketing using Alibaba.
- Prepare ledger.
- Handling Alibaba account
- Dealing with international clients.

01 February 2021- 24 February 2022

Trademor (official Alibaba Channel partner in Pakistan)

Sales Executive:

- Customer meeting in-site and out-site.
- Handling CRM (Customer relationship management).
- Control cash transactions of customers.
- Plan and analyze of needs and priorities of customer to ensure superior custom services.

October 2020 - January 2021

TRANSACT INTERNATIONAL in Sialkot, Pakistan

Computer operator and cash Handling.

- Online Selling at Alibaba.com
- Make all invoices related to shipment (MS Word)
- Record Daily Expenses (MS Excel)
- Graphic designing (Adobe Photoshop)

2019

MCB BANK RAILWAY ROAD, SIALKOT PAKISTAN

Internship

LANGUAGES

Language	Proficiency
English	Proficient
Hindi/Urdu	Native
Punjabi	Native

PERSONAL SUMMARY

Name:	AQIB SAGHIR
Father Name:	MUHAMMAD SAGHIR
Nationality:	Pakistan.
Passport #:	ZU1332761
Date of Birth:	MAY 08, 1999.
Gender:	Male.

PERSONAL TRAITS

- Punctual, well organized and dedicated with a positive attitude & able to handle multiple assignments under pressure.
- Ability to deal with people diplomatically, quick learner which enhance me to suit any environment.

REFERENCE

Available on request.