



# SHAH ZAMAN

## OBJECTIVE

I strive to achieve a reasonable position in a professional working environment that's is why I am looking forward to dynamically growing and progressive organization. Where I will try to utilize the Best of my potential and skills.I am capable of doing and learning new things willing to apply them in a new style and standard.

## EDUCATION

**BBA(Hon) Finance** **2019**  
CECOS University of peshawar  
Marks: 58%

**Intermediate (Pre-Eng)** **2015**  
BISE: Malakand  
Marks: 50%

**Secondary School Certificate (Matriculation)** **2012**  
BISE: Malakand  
Marks: 60%

## EXPERIENCE

Work as Store keeping May 2023 to Till Now

### In Dubai

#### Job Responsibilities:

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.
- Monitor stock levels and reorder supplies as needed to maintain the optimal inventory levels.
- Pick, pack, and prepare orders for delivery or shipment to customers.

Work as a Cashier May 2023 to Till Now

### At Zahrat Al madyin tyre trading LLC Sharjah

#### Job Responsibilities:

- Use all these Softwares vyapar , bussy, & QBM.
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.
- Resolve the customer complaints, guide them and provide the relevant information.

## PERSONAL PROFILE

Father name: Mr. Abdul Zahir  
Date of Birth: 13-04-1995  
Nationality: Pakistani  
CNIC: 15302-0739442-3  
Gender: Male

## CONTACT

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UAE Sharjah

## PROFESSIONAL SKILLS

- Time Management
- Good Communication
- Attention to Details
- Teamwork
- Problem solving
- Flexibility
- Data Analysis
- Analytical Skills
- Sales Marketing

## LANGUAGES

English   
Urdu   
Pashto

## HOBBIES

Book Reading   
Travelling   
Learning

**At United tyre & allingment Center Islamabad****Job Responsibilities:**

- Comply with financial policies and regulations.
- Manage all accounting transactions.
- Ensure timely bank payments.
- Prepare budget forecasts.
- Publish financial statements in time
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Audit financial transactions and documents.
- Compute taxes and prepare tax returns.

**At Internship at Khushhali Bank,Malakand, Pakistan****Job Responsibilities:**

- Assisted in the posting of daily journal entries.
- Helped with preparation of the periodical financial reports.
- Helped in the reconciliation of account receivables and payables, banks, bill payments or inventories.
- Helped with the forecasting and budgeting to manage expenses.
- Documented the processes and key controls used during the auditing process.
- Reported the finding and present them to the management.
- Developed possible recommendation to deal with the findings.

**COMPUTER SKILLS**

- Microsoft office word, Excel, Power Point
- Internet Research
- Typing
- Data Entry
- QBM
- Tally
- Vyapar
- Bussy

**REFERENCES**

To be furnished on demand.