

MUTAHIR HASHMI

Document Controller

+971563226047

@ syedmutahirhashmi2@gmail.com

https://www.linkedin.com/in/mutahir-hashmi-551625248

Deira Dubai UAE



EXPERIENCE

Document Controller

Iron Mountain Information Fort LLC

03/2023 - Present Jafza Dubai UAE

- Digitalization of Data, VRS and Quality Control. Document Scanning, Digital Storage and Database Management. Providing/weekly monthly reports.

Intern Credit Control

AG Auto Trading LLC

10/2022 - 03/2023 Deira Dubai UAE

- Prepare Statement of Accounts. Make Invoices, Reconcile accounts and Settlement. Update Customers Payment Journals (Future Dynamics 365). Handling petty cash and bank transaction.

Sales Promoter & Inventory controller

Muhammad Trading Company

01/2021 - 07/2022 Lahore Pakistan

- Greets customers and creating awareness of products through demonstrations. Ensure proper shelf display and control the cash payments and ensure that they are equal to the sales conducted daily. Assist the retail outlet manager in the daily communication and in the follow-up on the inventory and stocks. Data Entry of Invoices (Journal, Payment vouchers etc.)

Accountant

Khan Brothers Traders

01/2019 - 01/2021 Lahore Pakistan

- Handling Cash and manage all bank Transaction. Input orders into a point-of-sale system and accept payment. Performs routine clerical duties, including data entry, answering telephones, and assisting customers. Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports

MIS Admin

Albayrak Waste Management Company

01/2017 - 01/2019 Lahore Pakistan

- Computerized record keeping of daily field work. (ERP Software). Supervise Vehicles Tracking. (VTMS Software). General administrative duties, such as managing database and preparing weekly, monthly and yearly reports.

EDUCATION

Masters in Computer Science

The Superior College Lahore

09/2018 - 09/2020 Pakistan

Bachelors in Commerce (B.Com)

The Superior College Lahore

08/2016 - 08/2018 Pakistan

CERTIFICATION

Office Management

Web & Graphic designing

SUMMARY

A highly motivated professional with experience looking to secure a position which allows me to further develop my skills and knowledge in a practical environment. My career goal is to get a role which allows me to take responsibility for the analysis and interpretation for a well-respected and fast paced market-leading company.

LANGUAGES

English

Proficient



Urdu

Native



SKILLS

Database management

Ms Future Dynamics 365

Erp softwares

Ms-Office Suite

Kofax Enterprise

HTML

CSS

ACHIEVEMENTS

Well-organized Good time management Record management abilities Archiving abilities