**ASIM AHMAD**

**Email:** asimahmad72756@gmail.com

**Mobile# +92314-9888589**

**Date of Birth:** September/18/1998

**Nationality:** Pakistani

**Domicile**: Peshawar

**Postal Address:** Charsadda road, House No 4,Post Office Nahaqqi ,Daman Afghani, Peshawar Pakistan.

**Education:**

* **DIT**  (Diploma of Information Technology) 2020 KPBTE Peshawar.
* **M.Com** (Master of Commerce) 2021, University of Peshawar.
* **B.Com** (Bachelor of Commerce) 2018, University of Peshawar.
* **D.Com** (Diploma of Commerce) 2016, KPBTE Peshawar.
* **Matriculation** (Science) 2014 , BISEP Peshawar

**Professional Experience**

**Position:**ADMIN/BDO(BUSINESS DEVELOPMENT OFFICER)

**Duty station:**Peshawar

**Organization:SKY MARKETING PVT.ltd**

**Duration:**26th December 2022 to 15th octoer 2023

**Job Responsibilities:**

* Develop and Maintain strong relationship with clients
* Achieve And Exceed Sales target through effective sale strategies
* Follow up on Leads for conversion to sales
* Attend meeting and Training to keep motivated
* Manage office supplies Stock and Place orders
* Prepare Monthly Reports on Expenses and Office Budget
* Arrange travel And Accomodation
* Sending out and Receiving mail & Packages
* Managing Documents and Files For the Company

**Professional Experience**

**Position:** Account Assistant/BDA (Business Developer Associate)

**Duty Station:** Peshawar

**Organization: EMLACKPK.com** (Real estate Marketing Company)

**Duration:** 19thOctober 2022 to 30thMay 2022

**Job Responsibilities:**

* To manage a company financial record.
* Takes care of the financial bookkeeping and records of an organization.
* Creating And Processing invoices.
* Cross-checking invoices with payments & expenses to ensure accuracy.
* Managing a company’s account payable & receivable.
* Sending bills & invoices to clients.
* Tracking organization expenses.
* Processing refunds.
* Working with collection agencies on overdue payments.
* Communicating with clients regarding billing and payments.

**Professional Experience**

**Position:** ENUMERATOR (Field Monitoring)

**Duty Station:** OVER ALL KPK

**Organization: APEX CONSULTING PAKISTAN**

**Duration:** 12th January 2019 to 05thMay 2020

**Job Responsibilities:**

* Getting Traning for Monitoring.
* Lot Quality Assurance Sampling(LQAS).
* Tracking Field Monitoring on polio staff.
* Check and Balance on effected area.
* Evaluate the Effected Area’s and Field Staff Progress.

**Professional Experience**

**Position:** ACCOUNTANT/ CRO (Customer Relationship Officer)

**Duty Station:** PESHAWAR BRANCH

**Organization:** **CORPORATE AUTOMOBILES PVT.LTD**

**Duration:** 5th February 2018 to 4thDecember 2018

**Job Responsibilities:**

* To manage a company financial record.
* Takes care of the financial bookkeeping and records of an organization.
* Managing a company’s account payable & receivable.
* Working As a Customer Relationship Officer.
* Communicating with clients regarding Product.
* Arranging Product checking visit.

**PERSONAL STRENGTHS**

* Work with positive Attitude to Contribute to the healthy

Functioning Of the Organization

* Strong Work Ethic
* Eager to Learn And Accept New Challenges
* Excellent Communication Skills
* Public Dealing at Ease
* Expertness in Individual as well as Team work
* Social And Friendly Manner
* Self confident and Great patience
* Organized
* Punctual
* **Computer Skills:**

 Full command on **MS Office, MS Excel, MS Word**

* **Languages:**
* **Pashto –** Mother Tongue
* **English –** read, write and intermediate fluently
* **Urdu –** read, write and speak fluently.

**REFERENCES WILL BE FURNISHED ON REQUEST**