



Awais Ullah

Aspiring Finance Professional



awaisafridi364@gmail.com



<http://bit.ly/2T63N0q>



+92 (332) 9779714



NR2740461



March 08, 1998

Why Awais?

- Young, accurate & strategic business administration graduate having profound knowledge of accounting & finance management, financial analysis, payroll processing & budgeting, preparing financial reports, balance sheets, income statements and invoices; holds proficiency in using MS Office
- Diligent & competent individual possessing sound comprehension of scrutinizing & strategizing finances with detailed financial analysis, assurance services, business advisory, risk assessment & mitigation; has potential to handle inquiries from internal management & potential clients while abiding all organizational rules & regulations
- Task focused & result-oriented team-player with impeccable ability of written & oral communication and presentation skills; aspiring professional strives to achieve business and financial objectives to successfully achieve assigned targets

CORE STRENGTHS & ENABLING SKILLS

- | | | |
|---------------------------------|---------------------------------|---------------------------------------|
| ▪ Accounting & Finance | ▪ Financial & Variance Analysis | ▪ Risk Identification & Assessment |
| ▪ Corporate Finance Calculation | ▪ Financial Due Diligence | ▪ Organizational Skills |
| ▪ Budgeting & Forecasting | ▪ Regulatory Compliance | ▪ Communication & Presentation Skills |

PROFESSIONAL EXPERIENCE

Kohat Public School, Pakistan

Working as **"Teacher"**, September 2019 – Present

Responsibilities/Accomplishments:

- ✓ Proficiently teaching Math & English to SSC students and guiding them in test taking strategies, notetaking and preparation of exams with coherent instruction methodology
- ✓ Effectively facilitating students' learning and understanding of subjects through guided inquiry, direct instruction, research & discussion; preparing students' performance records regularly

Muslim Commercial Bank, Kohat, Pakistan

Worked as **"Intern"**, March 2019 – April 2019

Responsibilities/Accomplishments:

- ✓ Actively filled forms of deposit slips and opened new accounts; assisted senior finance executive in preparing financial reports; reviewed financial statements to ensure accuracy; prepared accounting ledgers and checked journal entries
- ✓ Efficiently ensured completion of assigned tasks within set timeframe; kept and maintained record of daily transactions. Understood financial processes & procedures of bank and worked accordingly

DSV X agility Private Limited

Worked as **"inventory officer"**, January 2022 – March 2023

Responsibilities/Accomplishments:

- ✓ Monitoring inventory levels and replenishing stock as needed.

- ✓ Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.
- ✓ Forecasting supply and demand requirements to ensure stock availability.
- ✓ Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS).
- ✓ Analyzing and reviewing supply chain data to identify and resolve issues.
- ✓ Generating purchase and pricing reports, supply chain analysis, and inventory management systems.
- ✓ Performing regular stock checks and reporting any issues to the supervisor.
- ✓ Maintaining and updating records of purchase orders, pricing reports, and inventory records.

TCS Private Limited.

Worked as “**client Service Executive**”, **April 2023 – NOV 2023**

Responsibilities/Accomplishments:

- ✓ Processing order in System.
- ✓ Dispatch orders in system.
- ✓ Oversee all projects from inception to completion by leading the client from initial engagement through final project closeout
- ✓ Provide clients with progress reports and status updates, as well as periodic project status meetings
- ✓ Initiate, maintain, and update project plans, timelines, budgets, and schedules
- ✓ Manage multiple projects simultaneously

BAZAAR TECHNOLOGY PVT LTD.

Worked as a “**Inventory Executive**”, **Nov 2023-Till**

Responsibilities/Accomplishments:

- ✓ Supervising the overall inventory levels, including ordering, receiving, storing, and issuing materials or products.
- ✓ Implementing systems to maintain proper stock levels, preventing overstock or stockouts, and managing inventory rotation.
- ✓ Analyzing demand patterns, predicting future inventory needs, and creating inventory plans to meet customer demands.
- ✓ Conducting regular audits to verify inventory accuracy, identify discrepancies, and implement corrective measures.
- ✓ Liaising with suppliers and negotiating terms to ensure timely deliveries and maintain good relationships.
- ✓ Identifying inefficiencies in inventory management processes and implementing improvements to optimize workflow.
- ✓ Generating reports on inventory levels, turnover rates, and other key performance indicators to support decision-making.

Achievement

- Employee of the year Award 2022 At DSV x Agility Pvt ltd Islamabad

PROFESSIONAL QUALIFICATION

- **Kohat University of Science and Technology, Pakistan (2015 – 2019)**

BBA – Finance

Gandialy Bala, Seni Gumbat, Kohat, Pakistan