


	Address 	Residence	House No. 24/B Street No. 11 Near Jamia Naeemia Mosque Garhi Shahu, Lahore	
	Telephone 	Mobile	0300-4091898	
	E-mail 	Personal	tanv33rahmad@gmail.com	
TANVEER AHMAD				
OBJECTIVE				
To pursue a career in dynamic, growth oriented and progressive organization and to seek managerial position that allows me to apply my skills. So, if a chance is given, I will prove myself as an asset of your organization (INSHALLAH).				
ACADEMICS				
Particulars	Institute / Board	Year	Achievements / Highlights	
Master of Business Administration (Finance)	Lahore Leads University, Lahore.	2012-2015	CGPA 3.01/4.00	
Bachelor' s In Commerce	Punjab University, Lahore.	2010	47 % Marks	
Intermediate In Commerce	Board of Intermediate & Secondary Education, Lahore.	2007	54 % Marks	
Matriculation (Science)	Board of Intermediate & Secondary Education, Lahore.	2005	46 % Marks	
WORK EXPERIENCE SUMMARY				
INDUSTRY / SECTOR EXPERIENCE				
During my professional tenure I have worked for the following organizations				
<u>INDUSTRY</u>	<u>COMPANY NAME</u>	<u>DEPARTMENT</u>	<u>PERIOD</u>	<u>DESIGNATION</u>
Steel	Bashir Pipe Industries Pvt Ltd.	Sales & Marketing	Jan-2023 to Date	Sales coordinator
<u>INDUSTRY</u>	<u>COMPANY NAME</u>	<u>DEPARTMENT</u>	<u>PERIOD</u>	<u>DESIGNATION</u>
Textiles	Pak Kuwait Textiles Limited / Al-Nasr Textiles Limited	Stores/Accounts	Aug-2008 to Mar-2014	Asst. Accountant
<u>INDUSTRY</u>	<u>COMPANY NAME</u>	<u>DEPARTMENT</u>	<u>PERIOD</u>	<u>DESIGNATION</u>
Textiles	Pak Kuwait Textiles Limited / Al-Nasr Textiles Limited.	Sales & Marketing	Mar-2014 to Jan-2023	Asst. Marketing

PROFESSIONAL PROFILE

Dependable professional with fifteen years of work experience in providing effective and comprehensive support to senior executives, including Executive Operations, Business Manager & Marketing Officer. Possess the highest degree of integrity, supported by a flawless record of maintaining confidentiality. Adaptable to changing situations and flexible about working overtime and running personal errand for executives.

PROFESSIONAL EXPERIENCE AS ASST. ACCOUNTANT

- Working on all Store purchases.
- Inventory Control with key skills, Auditing and managing the inventory with Receipts and Issuance in all aspects.
- Goods Receipt Note valuation through vendor' s invoice.
- Checking of the daily edit list and validation of vouchers.
- Preparation of Annual Store Budget.
- Preparation of Monthly Consumption & Analysis with Budget
- Monthly Capitalization and Expenses.
- Monthly Capitalization and Expenses Voucher in Financial Ledger.
- Supervision of Monthly Stock Taking.
- Verification and supervision of Store vouchers being prepared at Site Office & Head office.
- Working on all Store purchases vouchers within the financial accounting system.
- Preparation of Payment of Store Creditor.
- Reconciliation of Creditors Accounts (Purchases & Accounting System).
- Annual Consumption Voucher in Financial Ledger.

PROFESSIONAL EXPERIENCE AS ASST. MARKETING

- Daily updating the Sale form, preparing and checking the sales contracts.
- Daily checking the Sales Tax Invoices.
- Daily Commitment Reports.
- Compiling the Daily Productions Reports.
- Finalizing and controlling the Dispatches.
- Reporting to Parties regarding their dispatches through E-Mails on daily basis.
- Handling and updating the customer complaint log sheets of both mills.
- Arrangement of Deliveries through transporters.
- Updating the specifications reports of all counts of both mills.
- Local Costing
- Local Booking.
- Giving production Plans at Sites.
- Handling the audit process done by ISO department yearly.
- Preparing Overdue Balances Statement, Booked Yarn Status and Yarn Sale Summary on weekly basis.
- Any reports or working assigned by the Executives of mills at Head Office.

IT PROFICIENCY

- Microsoft Office
- Internet (Surfing & Browsing)

PERSONAL DATA

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|------------------|---------------------------------------|
| - CNIC | 35202-8371399-5 |
| - Father' s Name | Maqbool Ahmad |
| - Marital status | Married |
| - Date of birth | Aug 03,1988 |
| - Domicile | Lahore |
| - Religion | Islam |
| - Nationality | Pakistani |
| - Languages | Proficient in English, Urdu & Punjabi |
| - Hobbies | Travelling, Football, Cricket |

REFERENCES

Will be furnished upon request.