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|  | | |  | FAISAL ASLAM  +923145766074  +92912619168 |
| ObjectivesTo be the part of such organization where I can enhance my skills & abilities and provide my best possible efforts for the development of that organization.Experience 2023-Till date  Accounts & admin assistant  **•** Keune color international distribution office Peshawar  To maintain the distribution office accounts and counter the customers’ orders/complaints and ensure the smooth supply chain process.  2018–2022  Procurement assistant  **•** Frontier Green Wood Industries (Ptv) Ltd Peshawar  To maintain supplier’s accounts in ERP, to ensure the smooth supply chain of raw material on agreed TORs, to follow on the quotations of raw material, to prepare daily routine reports of the assigned task, to facilitate suppliers regarding complaints.  2016– APRIL 2018  MTO**•(**Audit, operations, sales, procurement)  **•** Frontier Green Wood Industries (Ptv) Ltd Peshawar Certificate & Diploma Diploma in Procurement & Supply Chain Management By IM Sciences Peshawar. (1-module).  CIT certificate from Trade Testing Board Kpk Peshawar.  Certificate in basic MS-office skills By Skill Development Council Peshawar.  Certificate of participation; summer training camp for Inter-faith harmony by Church of Pakistan.  Certificate of two days training of Peace Building Skills by Pakistan Council Of World Religions, Women wing Kpk.  Certificate of one day training on peace & conflict resolution skills by Pakistan Council Of World Religion, Women wing Kpk. Education Institute of Management Sciences Peshawar   * MS Management Sciences (HR) (research) 2023   QACC University Of Peshawar   * M.COM 3.2 CGPA 2016   **Qurtuba University Peshawar campus**   * B.COM 3.5 CGPA 2013   **BISE Peshawar**   * FSc 57%   **BISE Peshawar**   * SSc 60%  Computer Skills Have a good command on MS-Office, Internet etc. Communication & Linguistic Skills Having good communication skills to interact with the environment, good presentation skills, good learning skills and convincing power.  Good: English (written/spoken), Pashto (spoken)  Best: Urdu (spoken/written), Hindko (spoken) References [Available upon request.] |
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|  |  | H#T-44/722,St#1, Mohala Qasimabad, Kakshal,  Peshawar |
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|  |  | [Faysalking60@gmail.com](mailto:Faysalking60@gmail.com) |
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