

Avery Dennison (USA Based), Karachi, Pakistan 2010

Manufacturer and distributor of Garments and textile tags in local and international markets like Armani, Nike, adidas etc.

In Procurement Department Supply Chain Data Entry

- Purchase and Import any kind of paper or sticker for making garments tags.
- Import from Canada, China, Dubai, Bulgaria, Hong Kong, USA.

Kafi Group, Jubail, KSA. 2010 – 2012**Procurement Import and Purchase****AREAS OF EXPERTISE**

- | | | |
|----------------|-----------------------------|--|
| ■ Purchase | ■ Import | ■ PMI Test any kind of steel |
| ■ Supply Chain | ■ Seaport, Airport Handling | ■ Brokering and clearance arrangements |

Kafi Group, Jubail, KSA. 2013 – 2015**Accounts & Finance****AREAS OF EXPERTISE**

- | | | |
|--------------------------------|---|--------------------------------------|
| ■ Accounts | ■ Risk Mitigation & Strategic Solutions | ■ Revenue & Profit Growth Strategies |
| ■ Key Brand Building & Finance | ■ C-Level Presentations & Acquisitions | ■ New ideas & Market Penetration |

Kafi Group, Jubail, KSA. 2015 – 2016**Admin & HR****AREAS OF EXPERTISE**

- | | | |
|--|---|-------------------------------------|
| ■ All internally affairs | ■ Risk Mitigation & Strategic Solutions | ■ Man Power Growth Strategies |
| ■ Key Brand Building & improving business and Man Power relation | ■ Handling all in-out labour and management & Payroll | ■ New Business & Market Penetration |

Kafi Group, Jubail, KSA. 2016 – 2017

Traders and stockists of any kind of steel like sheets, beams, angles, pipes, channels, building materials ...etc in stainless and carbon steel also bronze, brass, copper, aluminium....

Warehouse incharge

- I did my job for kafi group as warehouse incharge and handling all kind of material related to business for internally and externally use and supplies for customers and suppliers returns.
- Arranging all materials.

Selected Achievements

- Arranging all kindly of in-outs and materials and recording all transactions internally and externally of warehouse.
- Making all records of materials and arranging all supplies and receiving all inwards.
- Making reports of materials and all inwards outwards then sends to accounts and higher management departments.
- Responsible of all materials and warehouse.

Sundas Foundation, Sialkot, Pakistan. 2018

NGO or welfare trust and working for thelaseimia, blood cancer, hemofelia.

Blood Donors Services (BDS Dep) Incharge,

- Arranging blood camps in universities, colleges, factories, schools, mills etc. In all over the Pakistan.
- Lecturing and motivating the blood donors in blood camps, and arrange all the arrangements to supply the blood to sundas foundation.

EFU Life Insurance, Sialkot, Pakistan. 2019

Insurance company,

BSC,

- Bancassurance Sales Consultant.

- Working as bsc in HMB habib metropolitan bank ltd. By EFU life insurance company.

IT & Technology

Software Operator

- I can operate MS software of any kind relating to business or purchase, sales, import, procurement, accounts, warehousing etc.
- MS-Word, MS Excel, MS Power point, etc. also TALLY , ORACLE , Rebman.

UNIK Products & Frangoz Fast Food Chain of Restaurants, Sialkot, Pakistan. 2020-2021

HR Manager

Selected Achievements

- Developed a good internally relation between business and workers.
- Payroll Management in ERP.
- Increased profit by handling in good line of business ethics.
- Negotiated vendor contracts for best price options, and pinpointed and removed gratuitous cost factors.
- Maximized relations and in-outs for revenue growth, providing good opportunities for recruiting and business growth.

Surgikare A Surgical Instruments Manufacturer, Sialkot, Pakistan. 2022

Admin Manager

AREAS OF EXPERTISE

- | | | |
|--------------------------|----------------------------------|-------------------------------|
| ■ All internally affairs | ■ House Keeping | ■ Man Power Growth Strategies |
| ■ EOBI & Social Security | ■ Handling all in-out labour and | |
| Departments Deal with | management | ■ Transportation Management |

Nisa Girls College, Sialkot, Pakistan. 2022

Assistant Accountant

1. Deal with Banks
2. Making Fee Vouchers
3. Handling Basic Taxation
4. Deal in Rents and Land Lords
5. Handling all Soft and Hard Copies Records of All Financial Transactions

Hardware

- I can make or assemble a computer and well know about any kind of IT hardware relating to computer.
- Installing any kind of new or old hardware or repair.
- Installing office use printers, machines, scanners etc.
- Moreover, I can handle networking or networking area....

Knowledge & Skills

- Ability to work in a flexible schedule

Languages

- Urdu – Fluent / Arabic – Moderate / English – Moderate / Punjabi – Fluent / Hindi – Moderate / Hindco – Fluent

EDUCATION

Punjab University, Lahore, Pakistan 2009

- Bachelor in Commerce (B. Com)

PBTE Punjab Board of Technical Education, Lahore, Pakistan

2006

- Diploma in Commerce (D. Com)

Board of Intermediate and Secondary Education, Gujranwala, Pakistan

2004

- Matriculation Arts

Technical & Mechanical Skills & Knowledge

- QA / QC of Steel with Kafi Group
- Well known about Grades of steel and measures
- Warehouse Managing
- Admin and HR Skills
- Procurement Purchase and Import Export
- Supply Chain & Accounts