

MUHAMMAD KHALID JAVED

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Address : Inayet Elahi Colony Arifwala Road Sahiwal



OBJECTIVE

To achieve higher excellence by utilizing academic skills and knowledge, and to gain more experience by working with well reputed firms. To be part of an organization which values it's people and helps them in developing the attitude which creates value for both organization and the individual

ACADEMIC QUALIFICATION

Achievements	Years	Marks Obtains	Board/University
Master in Business Studies Specialization in Finance & Marketing	2019	2.73/4.0	Virtual University of Pakistan
B.COM (Bachelor of Commerce)	2014	897/1500	AIOU Islamabad
DAE (Mechanical Engineering)	1999	2441/3350	P.B.T.E Lahore
Matriculation (SSSC)	1995	440/850	B.I.S.E Multan

OTHER PROFESSIONAL QUALIFICATION

Certificate in Graphic Designing	2011	92/100	G.C.T Sahiwal
Diploma in Computer Science	2003	A+	B.C.C.S Lahore
Diploma in Computer Hardware	2001	A+	G.T.T.T.C Faisalabad

SKILLS & STRENGTH

Proficient in Microsoft Office, Good Communication skills, Strong interpersonal skills, Team Player. Ability to work under pressure, Conflict management, e-commerce Management, Time Management, Innovative Personality, Leadership marketing, Digital Marketing, Freelancing, Quick Books

MAJOR INTERNSHIP

HBL (Habib Bank Limited) Customer Relation Officer on 02-March 2015 to 05-June 2015.

Major Duties & Responsibilities

Product Promotion (Freedom Account) Handling Accounts (Ledgers). Opening Customers New Account. Manage Cash Transactions. Customer Services. Manage Accounts Level Activities, Product feedback, Quantitative Report, Create a new business for Bank. Check customer satisfaction level, Increase the number of customers



EXPERIENCES

Name of Company **Pakistan Mobile Communications Ltd (Mobilink)**
Position Held **Customer Relation Management,**
Recovery Officer, Business Development Officer.
Duration **2 Year 10 Month**



Name of Company **Business and Communication Systems (BCS)**
Pakistan Mobile Communications Ltd (Mobilink)
Position Held **Mobilink Sales Representative**
Duration **2 Year 08 Month**



Name of Company **Telenor Pakistan**
Position Held **Business Development Officer (BDO)**
Duration **2 Year 02 Month**



Name of Company **ZONG Telecommunication Pak Ltd.**
Position Held **Business Development Officer (BDO)**
Duration **2 Year 06 Month**



Name of Company **Nestle Pakistan Ltd. Distribution**
Position Held **Account Executive**



Duration **2 Years 3 Month**

Job Description:
Working on NPDMS & Oracle Base Software
Prepare Daily, Weekly, monthly & Revenue, sales reports
Maintains inventory control & management.
Daily Ledger & Sales and related responsibilities
Overall responsibility included Customer Satisfaction



DP WORLD

Name of Company

DP World Lahore

Position Held

Accounts Executive (Finance)

Duration

5 Years

Job Description

Booking of Accounts Payable & Receivable, Invoicing & Purchased/Sales Bank Reconciliations. Withholding Tax with Proper Segregation between services, Supplies. Prepare Monthly financial statements for company, ensure accurate and Timely monthly close activities, and prepare monthly account Reconciliations, report on variances & Daily Collection Summary. Maintain accounting controls by preparing and recommending Policies and procedures, Verify, allocate, post, and reconcile Transactions, Support month-end and year-end close process.

Name of Company

Stormfiber (Cybernet)

Position Held

Accounts Receivable & Recovery Officer

Duration

30-06-2021 to till Date

Job Description

Manage accounts, send invoices, and pay service providers
Monitor financial record and manage tax requirement
Complete account reconciliations, analyze, and research balance sheets, Coordinate with the business desk around accrued invoices
Assist and comply with external audit and reporting requirements
Manage account payables, account receivable and cash flow statement, securing revenue by verifying and posting receipts, and resolving any discrepancies, maintaining accounts receivable files and records, Investigating and resolving any irregularities or enquiries.

