



PROFILE SUMMARY

Quality-focused business management professional with combined experience in general business operation, project management and information Technology. A Business Administrator with entry-level experience specializing in operations support, process improvement, accounts payable(AP) and office administration, Also Quality-focused on Basic computer skills, using social media, browsing the internet, and completing basic office tasks, & Troubleshooting fundamental computer issues, such software hardware problems, and seeking assistance.

CONTACT

📍 Mohallah Pinda Kheil charsadda

☎ +92 0301 9862424

✉ sameenjan19413@gmail.com

SKILLS

- ✓ Computer (Office Automation)
- ✓ Softwares operating & installation.
- ✓ Complex problem solver
- ✓ Foster Team Works.
- ✓ Communication
- ✓ Leadership
- ✓ Project management
- ✓ Business Administration.
- ✓ Account Payables (AP)
- ✓ Account Receivables (AR)

Sameen Jan

Father Name	Saeed Gul
CNIC	17101-8698221-3
Date of Birth	03-01-1990
Nationality	Pakistani

EDUCATION

- | | |
|------|---|
| 2007 | SSC (Science)
Al-Karim Public High School Charsadda |
| 2009 | F.sc (Pre-Engineering)
Govt Collage Charsadda |
| 2013 | Bs (IT)
Agricultural University Peshawar. |

PROFESSIONAL EXPERIENCE

Admin Officer

02/02/2013
02/08/2015 Iqra Darul Atfal Academy Serdheri Charsadda

- Coordinating all administrative processes.
- Control operational activity.

Accountant

02/12/2015
01/01/2017 Sarhad Engineering & Electric Company

- Manage All Accounting Transaction.
- Publish financial statments in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Manage balance sheet and profit/ loss statement.

Accountant, Computer operator

03/01/2017
01/05/2018 Hidayat Construction Company

- Manage All Accounting Transaction.
- Publish financial statments in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Manage balance sheet and profit/ loss statement.

Accountant, Computer operator

01/08/2018
01/08/2021 Shahryar Builders Peshawar.

- Manage All Accounting Transaction.
- Publish financial statments in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Manage balance sheet and profit/ loss statement.
- Organizing files and folders on computer or network.
- Troubleshooting fundamental computer issues, such software hardware problems, and seeking assistance.

LANGUAGES

Urdu	<div></div>
Pashto	<div></div>
English	<div></div>

INTERESTS

Running, Reading, Cycling,
Drive, Cricket

01/09/2021
01/02/2023

Composer, Designer

Corner Paper Mart.

- Manage Dealing with customer.
- Composing & Printing.
- Desinging & Printing.
- Installation of all softwares & Window installation.
- Operating of Photostate Machine.

19/06/2023
31/12/2023

Manager

Haagen-Dazs Ice-Cream (International)

- Manage & Control All Operation.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Ensures a safe, secure, and legal work environment.
- Maintains quality service by enforcing quality and customer service standards, analyzing and resolving quality and customer services problems, and recommending system improvements.
- Accomplishes financial objectives by forecasting requirements, scheduling expenditures, analyzing variances and initiating corrective action.
- Manage Dealing with customers.
- Awareness about Haagen-dazs to customer.
- Make Daily Sale Report(DSR).

01/01/2024
Till date

Manager

Ekhwan-1 Filling Station Attock Petroleum

• **Operational Oversight:** Ensure smooth day-to-day operations of the petrol pump, including fuel dispensing, inventory management, and maintenance of equipment. •

Team Management: Supervise and train staff members, including pump attendants and cashiers, to uphold service standards and safety protocols.

Customer Service: Provide excellent customer service by addressing inquiries, resolving complaints, and ensuring a positive experience for patrons.

Compliance: Ensure compliance with safety regulations, environmental standards, and legal requirements related to fuel handling and sales.

Financial Management: Oversee financial transactions, including cash handling, accounting, and reconciliation of sales, to maintain accuracy and prevent discrepancies.

Inventory Control: Monitor fuel inventory levels, place orders with suppliers, and manage stock to prevent shortages or overages.

Safety and Security: Implement and enforce safety procedures to minimize risks of accidents or theft, including proper handling of hazardous materials and adherence to security protocols.

Record Keeping: Maintain accurate records of sales, inventory, and transactions for reporting and auditing purposes.

Marketing and Promotion: Develop and implement marketing strategies to attract customers and increase sales, such as loyalty programs or promotional offers.

Problem-solving: Address operational issues, equipment malfunctions, or other challenges promptly and efficiently to minimize disruptions to business operations.

REFERENCES

References available on request