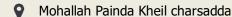


## PROFILE SUMMARY

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 operations support, process improvement, accounts payable(AP) and office administration, Also Qualityfocused on Basic computer skills, using social media, browsing the internet, and completing basic office tasks, & Troubleshooting fundamental computer such software issues, hardware problems, and seeking assistance.

## **CONTACT**



+92 0301 9862424

## **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 CNIC Date of Birth Nationality

Saeed Gul 17101-8698221-3 03-01-1990 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

Igra 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



## **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 recomending system improvements.
- Accomplishes financial objectives by forecasting requirements, schueduling 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