




ABAID-UR-REHMAN

Accounts/Sales

CONTACTCS

 Pakistan.
 +92 320-4711618
 rehmanarshad101@gmail.com

CAREER OBJECTIVE

To obtain a responsible, Challenging Accounts/Sales position with a progressive, growth-oriented organization.

EDUCATION

- B.com (PU Lahore 2017-19)
- Intermediate (Govt. Shalimar Collage 2012-14)
- Matric (New Kashmir High School 2010-12)

PROFESSIONAL EXPERIENCE

Kohat Cement Company Ltd.

From March-23 to Continue

1-Kohat Cement Company Limited.

Position: Sales Coordinator

From: March-2023 to Current.

- Coordination with customers Regarding (Ledgers, Tax Challan etc.)
- Prepare Receivables Aging.
- Contact to customer Via email/calls for recovery & Sales Orders.
- Prepare Monthly sale report (customer/zone/territory wise)
- Prepare Freight & prices Sheets & analyses the data.
- Sale Order entry (Local & Export)
- Receipt Identify & Entry
- Export Documents Preparation
- Annual Sale Meeting Presentation Preparation
- Sale Budget Preparation
- Official tour plans preparing and approval from high authorities.
- Prepare Monthly/Yearly Budget vs Actual
- Assist to line Manager/any other task assigned by line Manager

2-Ishtiaq Steel Industry

Position: Accounts Executive.

From: January-2019 to October-2022

- Receivables
- Payables
- Import Documentation & Costing
- Bank/Ledger Reconciliation
- Filling
- Assist to Manager in Tax & Audit

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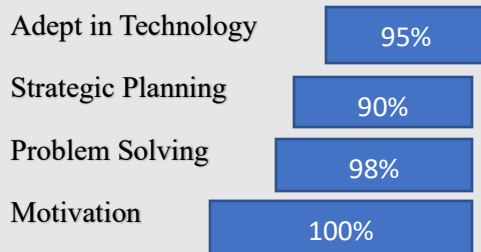


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PROFICIENCY



Professional Qualifications and Certifications

1. Basic Computer Course

Duration (3-month)

Institute: Punjab Computer College.

2. Sap Certification (FICO- S4-HANA)/Tax Corporation Skills Program

Duration: (6-month)

Institute: Institute of Business & Professional Development

Hands on Experience:

- **Oracle**
- **ERP**
- **ERP Cloud**