



# Syed Abdur Rehman Shah

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Address: Post Office Banda Pir Khan Tesh/Dist ATD

## CAREER OBJECTIVE

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I am a target oriented person who wants to secure a position with a well-established organization having stable environment which promotes team work that will lead to a lasting relationship in the field of Finance Accounts, Sales, Marketing and Customer Care.

## PROFESSIONAL SKILLS

- Good English communication skills
- Negotiation skills
- Analytical skills
- Marketing & Selling skills
- Administrative skills
- Team Management skills
- Customer handling skills
- Crisis management skills
- Computer skills
- \_ 01 year diploma in information technology from BTE Peshawar
- \_ 03 month diploma in office automation in AHD Abbott bad

## WORK EXPERIENCE

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July 2016 to July 2017

### **Qarshi Industries (Pvt) Limited    Springley Water and Beverage**

*A largest Natural Products groups in Pakistan dealing in the business of Natural Medicines, Health Supplements, Refreshing Syrups, Natural Mineral Water, Food and Farm products*

#### **Job Role: TSM/ Territory In charge**

- Distributors handling, Primary and Secondary sales, Handling on Roll Teams, targets achievement, Recoveries payment, Channel sales Management, handling dealer and distributors Network.
- Team Handling, Branding, Generating cold call, Acquiring account, New Product launching,



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- shop management customer and suppliers handling,
- Develop organization sales with coordination, give support in sales activities and maintain company business in its specific region.
- Handle and monitor entire sales activities across the territory. Coordinate with customers and retain a strong customer base.
- Conduct various campaigns in order to promote products and services.
- Maintain the coordination between company & distributors.

January 2015 to June 2016

### **SELECT CABLES Rawalpindi**

#### **Job Role: Accounts Manager**

Prepare vouchers

Delivery/ Receipt of Mail

Prepare sales & purchase orders

Prepare invoices & delivery Challan

Managed key relationships such as those with tenants, project managers, bankers, professional advisers and suppliers.

All administrative tasks including record keeping, responding to customer queries.

Preparation of Payments after auditing all the bills and supporting documents.

Multi-currency cash management and forecasting.

Performed month-end reconciliations and other general ledger maintenance.

Preparation of Purchase Orders.

### **PROFESSIONAL QUALIFICATIONS**

<b>YEARS</b>	<b>LEVEL</b>	<b>MARKS</b>	<b>BOARD/UNIVERSITY</b>
2008	Metric	543/900	BISE Abbott bad board
2010	D-com	760/1200	BTE Peshawar KPK
2012	B-com	861/1400	Hazara university Mansehra
2014	M-com	990/1400	Hazara university Mansehra
2015	D.I.T	1132/1400	BTE Peshawar KPK

### **PERSONAL DETAILS**

Father's Name : Sabir Hussain shah  
 D.O.B : 10<sup>th</sup> April 1992  
 Nationality : Pakistani  
 Religion : Islam  
 Interests : Cricket, Current Affairs  
 Marital Status : Unmarried



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I'd card No : 13101-4144489-3  
Address : Post office Banda pir Khan Tesh/Dist Abbottabad.

## REFERENCES

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- *References will be available on demand.*

