

M. AHMAD



CONTACT:

- Phone:
+971 0562050824
- Address:
Al Mateena Road Dubai.

SKILL HIGHLIGHTS:

- Project management
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Service-focused
- Good Communication Skill
- Self-Motivated
- Result Oriented
- Ability to work with a team.
- Ability to work under pressure.
- Ability to solve the issue during working.

PROFESSIONAL OBJECTIVE:

To take a challenging position in an esteemed organization with devotion and determination to enhance my skills and knowledge in the best interests of the organization, for my personal and professional growth.

PROFESSIONAL EXPERIENCE:

Accountant Assistant

Working experience in **Talha Enterprises** from 2019 to 2020.

Key Responsibilities:

- Monitoring daily communications and answering any queries.
- Preparing statutory accounts.
- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.

Sales Promotion Officer

Working experience in **Cell Laboratories Pvt. Ltd** from 2021 to 2022.

Key Responsibilities:

- Listening to what customers want and helping them find the perfect product for their needs.
- Constantly building product knowledge and delivering this knowledge in engaging ways.
- Setting up attractive product displays and promotional booths.
- Delivering presentations and demonstrations to customers and other stakeholders.

PERSONAL INFORMATION:

- Father's Name
Muhammad Arshad
- Date of Birth
28th Jul, 1997
- CNIC
36302-0962767-1
- Passport No
TK1177671
- Passport Date of Issue
2nd JUN, 2022
- Passport Date of Expiry
2nd JUN, 2027
- Marital Status
Single
- Religion
Islam

COMPUTER SKILL:

- MS Office.
- Internet Browsing.
- Operating windows.
- Inpage

INTERSET:

- Book Reading.
- Internet Browsing.
- Watching News.
- Foot ball

LANGUAGES:

- English
- Urdu

Senior Sales Promotion Officer

Working experience in Cell Laboratories Pvt. Ltd from 2022 to 2023.

Key Responsibilities:

- Listening to what customers want and helping them find the perfect product for their needs.
- Constantly building product knowledge and delivering this knowledge in engaging ways.
- Setting up attractive product displays and promotional booths.
- Delivering presentations and demonstrations to customers and other stakeholders.
- Engaging in meaningful interactions and building good relationships with customers.
- Distributing samples and providing feedback for improvement to the management team.
- Following up with customers and providing guidance on product selection.
- Meeting daily targets and submitting sales reports.
- Networking with relevant stakeholders.
- Searching for new business opportunities.

INTERNSHIP:

Accountant

Working experience in MEPCO (In Budget Department) from Feb 2015 to Aug 2015.

Key Responsibilities:

- Publish financial statements in time.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.

EDUCATION:

B.Com (Bachelor in Commerce)

Division 2nd
Bahauddin Zakaraya University, Multan

D.Com

Division 1st
Punjab board of Technical Education Lahore.

Matric

Division 2nd
Board of Intermediate and Secondary Education Multan

REFERENCE:

- Will be provided on demand.