

Muhammad Tahir

I am highly motivated individual, with complete dedication and commitment to my work and looking forward for a career in growing organization. To secure a challenging and growth oriented position in the field of Accounts / Admin with the focus on the development of the organization.



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Abu Dhabi



WORK EXPERIENCE

Gerry's International (Pvt.) Ltd.

Duration : March 2019 – Continued

- Designation : Customer Service Executive (CSE)

Scandia System

Duration : August 2017 – 30th June 2018

- Designation : Accounts Executive

Al Sadaf Traders:

Duration : Jan 2006 – June 2017

- Designation : Administration Executive

Core Responsibilities as Administration Executive:

- Maintain the invoices and work order for the smooth operation of vendor work.
- To implement departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently.
- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining work environment.
- To ensure smooth admin operation.
- Develop and regularly update of assets inventory list.
- Responsible for the boarding, and lodging of the delegations.
- Also deals with travel vendor regarding to the visa processing of the staff travel.
- Contract management.
- Deals with bank on the behalf of Finance depart To handle daily accounting functions and monthly closing activities.
- To perform monthly accounts verifications and reconciliations.
- Advertising vacancies appropriately by drafting and placing adverts using a wide range of media (e.g. newspapers, websites, magazines).
- Communicate with sub agents to fulfill upcoming demands.
- File and retrieve corporate documents, records, and reports.
- Evaluating Employees by conducting annual performance appraisals.
- Independently handle daily correspondence, prepare memorandum and reports

EDUCATION

Bachelor of Commerce

University of punjab

Computer Proficiency

- Microsoft office
- Internet & Microsoft outlook

LANGUAGES

Urdu

English

Punjabi



SKILLS

- Public Speaking
- Negotiation
- Teamwork
- Decision Making
- Sales & Marketing

Marital status: Married

Nationality: Pakistani

REFERENCES

Availabale on request