

Resume of Salim Ullah

Multitasking Officer Proficient in Book-keeping,
Purchasing, Warehouse, Sales Co-Ordinator and Counter
Salesman



CONTACT

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📍 Sharjah U.A.E

in <https://linkedin.com/salimullah>

SKILLS

- Team Leadership
- Problem Solving
- Interpersonal Skills
- Strong Work Ethic
- Oral & Written Communication
- Training & Development
- Customer Interface & Management
- Process Improvement
- Initiative

HOBBIES

Travelling

Playing

Food-
preparation

PROFESSIONAL AFFILIATIONS

Banking Foundation Course

EDUCATION

MBS (Master of Business
Studies)

BBS (Bachelor of Business
Studies)

PROFILE

Proactive Professional adept at Assisting Accounting functions, Strengthening Purchasing practice, highly skilled in Warehouse operations, Co-ordinating onsite and offsite event of Sales, scheduling demand and managing counter sales and Correspondence.

EXPERIENCES

Purchase Officer-Cum counter salesman

Al Dhaw Al Arabi Tr. Co. LLC, Sharjah, U AE. From Dec 2020 – to till
now.

- Working closely with General managers to ensure that materials and services are purchased at the lowest total cost from domestic and international sources to meet customer project requirements and production schedules.
- Identifies sourcing risks and ensures mitigating strategies with timely and effective issue resolution.
- Targets key suppliers/vendors and evaluates performance.
- Develops relationships and long- term partnerships with suppliers.
- Maintains supplier material selection database and conducts supplier audits as part of continuous supplier improvement program.
- customer reporting, and SOA reporting.
- Counter sales and Inter-company sales as well as branch co-operation. (Products- Lubricants, MF Battery & Auto Glass)

Executive-Finance & Accounts

Rangs Motors Limited -in Bangladesh (Apr- 2016 – July- 2019)

Responsible for daily cash & cheque transactions.

Giving input in ERP software

Reporting to line manager

Make Debit & Credit voucher.

Bank Reconciliation

Liaison with Internal audit department.

Participating Physical inventory field visit team.

And so, on as per instructions of Department

Head.

CERTIFICATION & TRAINING

MS office course – from NEW HORIZONS CLC of Bangladesh (Chittagong)

Computer Skill:

MS-Word

MS-Excel

Browsing Apps

SAP, ZEBRAS & ERP9

Language Skill:

Able to perform in "Spoken and Written" both Bengali & English fluently.

Hindi-spoken only

Arabic- Beginning

Personal Information:

Name : Salim Ullah
P.S : Parshuram
Dist. : Feni
Nationality: Bangladeshi

Accounts Officer

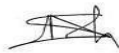
New Horizons CLC of Bangladesh (Chittagong) Dec2012 – Mar 2016

- Sending bills and invoices to clients.
- Tracking organization expenses.
- Maintain detailed, accurate, up-to-date budget information for each program area and general operations to inform decision making.
- Assist Team Leads in establishing yearly budget and making relevant and necessary changes throughout the year.
- Prepare vouchers and cheques for the release of funds and procure logistics as approved.
- File payment vouchers and receipts and keep soft copies of all payments and receipts using Excel or any accounting software.
- Work closely with the auditor by assembling and providing all necessary financial documents and information for auditing.
- Creating and processing invoices.
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Sending bills and invoices to clients.
- Managing a company's accounts payable and receivable.
And so, on as per instructions of the General Manager.

Declaration:

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Sincerely



Salim Ullah

