



Ehtisham Faraz



Abu Dhabi UAE



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Ehtishamfaraz@gmail.com

Target Jobs: Accountant, Sales Supervisor, Storekeeper

LANGUAGES



Urdu



English



Arabic

HARD SKILLS

Quick Learner ★★★★★

Self-Motivated ★★★★★

Quick Book ★★★★★

Sonic & Focus ★★★★★

Ms. Office ★★★★★

Accounting Cycle ★★★★★

SOFT SKILLS

- Accounts Payable and A/C Receivable
- Daily and Monthly Reports
- Team Leader
- Sales and Production Reports.
- Stock Control VAT Reports
- Income Statements
- Financial Reports

GO TO MY ONLINE



Visit my online CV on LinkedIn Profile from any device to see more about my experiences, success



EXECUTIVE SUMMARY

Dedicated and results-oriented professional with 8 years of experience in various roles, including Accountant, sales supervision and storekeeping in the UAE. Seeking a challenging position that leverages my diverse skill set and proven track record in delivering business success.



PROFESSIONAL EXPERIENCE

❖ Accountant - Store In charge

Liwa Drinking Water Purification 12/2019 – Present

Making the financial reports Yearly, Monthly and Daily Reports of (Sales-Production-New-Customers, A/C Receivable, A/C Payables-Payment Collection-Deposit in Bank Accounts-Bank Statements-Income Statement-Cost of Goods Sold Statements-Profit and Loss Statements).

❖ Sales Supervisor and Branch In charge

Liwa Drinking Water Purification Dec-2019 | Jun-2022

Lead a team of 15 members of Salesman and Driver, providing coaching and guidance to achieve and exceed sales target. Cash and Cheque collection and Deposit into Company Bank account.

Crystal Motorcycle Trading LLC 1/2017 – 12/2019

Sales Executive and Branch In charge

Sales and Marketing getting New Customers. Improve the numbers of sales and customers. Deals up with clients and suppliers.

🚗 UAE Light Vehicle Driving License Holder 2018



ACADEMIC BACKGROUND

❖ **Bachelor of Commerce (B. Com) 2016**

Hazara University – Mansehra, Pakistan

❖ **Diploma of Commerce (D. Com) 2014**

Muslim Education System – Mansehra, Pakistan