



MUHAMMAD IMRAN HAMEED

(ACCOUNTANT & HEAD CASHIER)

PERSONAL INFORMATION

Date Of Birth: 15-08-1986

Nationality: Overseas Pakistani

Country Of Stay : UAE

Pak CNIC: 35201-9791199-7

Emirates ID: 784-1986-0473270-5

Marital Status: Married

Health: Excellent

 Lahore, Punjab, Pakistan

 +92 321 8844 989

 mimranhameed21@gmail.com

LANGUAGE

- English: Advance
- Urdu : Expert

COMPUTER SKILLS

- Computer DOM Diploma:
(Diploma Of Office Management)
- Microsoft Office :
(Word, Excel, Power Point)

OTHER SKILLS

- Teamwork
- Responsibility
- Counter Customer Dealing
- Communication Skills
- Problem solving Skills
- Time Management Skills

HOBBIES

- Cricket
- Travelling
- Reading Books

EXECUTIVE SUMMARY

I am well disciplined; commitment and dedication to whatever task is given honesty and good manners are my strongest virtues. I can adopt myself to any environment and situation finding it's a challenge to be given new goals in a new organization. I have a very friendly nature and find it very easily working in a group.

WORK EXPERIENCES

EVER SMART EMPORIUM PVT LTD (Deal In Multiple Brands)

10/2020 - Present

- Perform the duties still continue as an Accountant (maintain the all parties accounts)
- All brands online order purchasing officer and prepaid the all shipping documents and also arranges the Shipment.
- Perform the duties as a counter customer dealing officer (Head Cashier)
- 04 years' experience operate the (ERP 10 FBR POS Software)
- Ensure that all filing records and legal documents are kept up to date.

FAST SOURCE GENERAL TRADING LLC (DEIRA DUBAI U.A.E)

11/2016 - 09/2020

04 years' experience as an Accountant (Maintain All Parties Accounts in accounting Software and perfume duties as a counter customer services officer and also experience in T/T (Telegraphic Transfer) in I.T department.

Visa Status (04) Years (As an Accountant in Dubai U.A.E)

- 1st Visa Dates (28-11-2016 / 28-11-2018)
- 2nd Visa Dates (25-09-2018 / 25-09-2020)

NOBLE INTERNATIONAL CURRENCY EXCHANGE CO PVT LTD

07/2014 - 08/2016

02 years 'experience in currency exchange house as an accountant on Currency Exchange software (Wall Soft) & counter customer dealing officer and organizing and maintaining the office records and files.

PRACHA INTERNATIONAL CURRENCY EXCHANGE CO PVT LTD

10/2006 - 05/2014

08 years 'experience in currency exchange house as an accountant on Currency Exchange Software (Wall Soft) & counter customer dealing officer and Ensure that all filing records and legal documents are kept up to date.

TALHA SURF CO PVT LTD

08/2005 - 09/2006

01 year of experience as a marketing sales manager for a surf company. Oversee the entire Sales staff and reach the sales goal within the allotted time.

ACADEMIC BACKGROUND

- BACHELOR DEGREE IN COMMERCE (B.COM I.T) 2006
University of the Punjab Lahore Pakistan.
- INTERMEDIATE IN COMMERCE (I.COM) 2004
B.I.S.E (Board of Intermediate and Secondary Education)
- MATRICULATION (IN SCIENCE) 2002
B.I.S.E (Board of Intermediate and Secondary Education)