**QALAB-E-abbas**

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**OBJECTIVE**

To obtain a meaningful and challenging position in an organization that enables me to exploit my talents, develop understanding and leadership skills so as to enhance organization’s image, my future prospects and became an asset to the organization.

**AREAS OF EXPERTISE**

* Business development
* Sales administration
* Account administration

**PERSONAL SUMMARY**

Having extensive experience of identifying the needs of corporate customers and of running and delivering sales and marketing campaigns for key clients. Possessing a significant record of achievement in account management and able to quickly understand the mission, vision and values of an organization.

**EDUCATION**

* 2011

B.Com from Govt. National College. (Cont.)

* 2009

HSC commerce from Askari Degree College. (55%)

* 2005

SSC-Commerce from International School of Studies. (51%)

**PERSONAL PROFILE**

* 4 years experienced in Namori Wood Collection Furniture. My job description was to operate Wood Collection in terms of counting, accounting and sales maining.
* Besides operation of Wood Collection I also solved staff related issues like maintenance , bank reports and make purchasing of Wood etc .

**SYSTEMS EXPERIENCE AND PROFICIENCIES**

* MS WORD: Highly skilled in MS Word make my documentation work easier like applications, letters, income report, bank account summary reports, proper record maintenance.
* Procurement: Purchase/ sales receipt, voucher, shares agreement, property agreement and accounting work.
* POWERPOINT: Due to greater command on PowerPoint I can easily prepared presentations
* MS EXCEL: Having vast experience and due to of high command on excel I can easily make account ledgers, transaction bills, income sheet and company expense sheet.
* Operating System: Installation and update operating system (Windows 7)

 **KEY SKILLS AND COMPETENCIES**

* Excellent account management skills.
* Strong presentation and negotiation skills.
* Contacting and communicating with high end decision makers.
* Ability to follow up with clients in a timely professional manner.
* Good knowledge of Customer Marketing Databases and how to use them.
* Ability to work long hours, often under pressure.