

Ahad Raza

Assistant Sales Manager / Accounting Associate

To Secure a challenging position in a reputable organization and contribute to the organization's betterment by assisting in operational efficiency, team development, increase in sales, Customer service, decision-making, and process improvement. My contributions help create a thriving organization. **(Visa status : Long term visit expiring on 2nd August 2023)**

✉ ahadrazadawoodani@gmail.com

📍 Souq Al kabeer meena bazar bur dubai near al gubiba
bus and metro station, Dubai

📞 0564958759

📅 May 17, 2001

WORK EXPERIENCE

Assistant Sales Manager RIDA IMPLEX LIMITED

02/2021 - 02/2023

Nairobi Kenya

All types of fashion wear including both ladies and gents wear (Used Clothing)

Achievements/Tasks

- Communication and Coordination: Effective communication is vital for a well-functioning organization. We facilitate communication between different departments, teams, and stakeholders. They ensure that information flows smoothly, promoting collaboration and synergy among employees.
- Drive sales and achieve targets for the organization - Build and maintain relationships with customers - Provide excellent customer service and support - Maintain detailed knowledge of the products and services offered by the Company - Identify and capitalize on sales opportunities - Provide regular reports on sales activity and performance

Assistant Sales manager Fashion wear Clothing Company

01/2020 - 01/2021

Karachi Pakistan

All types of fashion wear including both ladies and gents wear

Achievements/Tasks

- Operational Support: Helps streamline operations by coordinating and overseeing daily activities. Ensure that tasks are completed efficiently, deadlines are met, and resources are utilized effectively.
- Customer Service: Interact with customers and clients, addressing their concerns and ensuring satisfaction. And act as a point of contact for escalated issues, providing prompt and effective resolutions to maintain positive relationships with customers.

Accounting Associate Royal Marine ltd

01/2019 - 01/2020

Karachi Pakistan

Shipping Company

Achievements/Tasks

- Financial Record-Keeping: Responsible for maintaining accurate and up-to-date financial records. involves in recording transactions, verifying the accuracy of data, and organizing financial documents such as invoices, receipts, and bank statements.

SKILLS

Operational Efficiency

Customer Service Excellence

Data Entry and Bookkeeping

Financial Record-Keeping

Account Reconciliation

Accounts Management

Team leadership and development

Microsoft Office

Critical Thinking

Decision making

Interpersonal skills

Team Management

Time Management

Accounts handling

Cash Handling

EDUCATION

Intermediate - Commerce NCR-CET College

2017 - 2019

Karachi, Pakistan

Matriculation St. Lawrence's high school

2017

Karachi Pakistan

INTERESTS

Volunteering

Sports