

ABDULLAH SHAH



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POSITION APPLIED FOR: BUSINESS ADMINISTRATION & COMMERCIAL FIELD

PURPOSE: TO WORK IN A CHALLENGING ENVIRONMENT WHILE REALIZING GOALS OF PERSONAL GROWTH AND FULFILLMENT

Experience

TITLE: OFFICE COORDINATOR

30 MARCH 2011 UP TO 20 OCTOBER 2018 WORKING AS AN OFFICE COORDINATOR
AT IDEAL CALIBER COMPANY LTD **JEDDAH SAUDI ARABIA.**

- Correspondent all company email.
- Purchasing Materials and Sales Materials by internet convincing the customer.
- Preparing The Bank L/C papers.
- Sending quotation & Making of Purchase Order on ENJAZAT APPLICATION.
- Preparing Catalogues for different projects.
- Making Submittals & Compliance sheet for different Projects specification by Customer requirements.
- Preparing all Company foreign Purchase Order documents.
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18TH JANUARY 2008 – UP TO 8TH JANUARY 2009 WORKED AT SACODECO WOOD
FACTORY (**MAJMOOA BIN LADEN**) **JEDDAH SAUDI ARABIA.**

TITLE: SECRETARY OF COST CONTROL MANAGER

RESPONSIBILITIES:

- MAINTAINING CENTRAL FILING SYSTEM
- SUSTAIN PETTY CASH
- SUSTAIN ALL RECEIVABLE INVOICES
- PREPARING MATERIAL INVOICES ON FOX PRO
- PREPARING MONTHLY TIME SHEET FOR ALL EMPLOYEES ON FOX PRO
- UPDATING MATERIAL OUT PUT FROM STORE ON FOX PRO
- UPDATING CUSTOMER SALES ORDERS ON FOX PRO
- CREATING CUSTOMER MASTER DATA ON FOX PRO

DECEMBER 2005 UP – TO JANUARY 2008 WORKED AT "AHLAN RETAILSTORES
COMPANY (**MAJMOOA BIN LADEN**) AS A

WAREHOUSE ASSISTANT- JEDDAH SAUDI ARABIA

RESPONSIBILITIES:

- WORKING ON ASCON APPLICATION FOR THE ACCOUNTS AND ASLO SAHLI SOFT APPLICATION FOR THE WAREHOUSE AT (Ahlani Retail Stores Co.) (IN-CHARGE OF THE WAREHOUSE) AT MAJMOOA BIN LADEN.
- DEALING WITH SUPPLIERS FOR THE PURCHASES OF THE MATERIAL TO OUR 50 OUT LETS IN JEDDAH.
- DELIVER THE MATERIAL BY ORDER TO CLIENTS ON SAHLI SOFT.
- PREPARING MATERIAL INVOICES ON SAHLI SOFT.
- UPDATING MATERIAL OUT PUT FROM STORE ON SHLI SOFT.
- PREPARING PRICES FOR THE MATERIAL AFTER PERCENTAGE.
- PREPARING CUSTOMER SALES ORDER ON SAHLI SOFT.
- PREPARING FILES FOR RECEIVABLE INVOICES.
- PREPARING INVENTORY AFTER EVERY SIX MONTHS.

• Highlights

- ❖ MS OFFICE, WORD, EXCEL, WINDOWS 98- 2000, WIN NT, WINXP DATA ENTRY TYPING MASTER
- ❖ INTERNET & INTERNET SKILLFUL USAGE.
- ❖ SKILLFUL IN USING PC AND RELATIVE PROGRAMS.
- ❖ GOOD COMMAND IN MAINTAINING ACCOUNT.
- ❖ MAINTAINING ISO STANDRED FILLINGSYSTEM

Education

High School Diploma (Science)1996

PROFICIENT LANGUAGES:

PUSHTO, ENGLISH, URDU, ARABIC.

Hobbies

AREAS OF INTREST

READING, TRAVELING, INTERNET, WATCHCRICKET, AS
WELL MOVIES.

TIPS

IF A CHANCE HAS BEEN GIVEN TO ME I ASSURE THAT I WILL BE
AN ASSET FOR THECOMPANY AND TAKE SATISFACTION OF
MANAGEMENT AS WELL.

PERSONAL DATA:

DATE OF BIRTH :05/04/1980

NATIONALITY :PAKISTANI

MARITAL STATUS :MARRIED

CNIC: 17102-1137471-3

LICENCE: VALID PAKISTAN & SAUDI ARAB

PASSPORT YK5144712