



# ARSHAD MEHMOOD TARIQ

Accountant, Store Keeper, Assistant Pharmacy, Teacher

✉ ana260413@gmail.com

☎ +92 300 8721861 (Call & Whatsapp)

+92 300 6007692 (Call & Whatsapp)

📍 Gulshan Iqbal Town St. 1 Jauharabad  
Distt. Khushab (Pakistan)

Father Name: Muhammad Hussain Tahir

DOB: April, 20 1978

Passport: BA7968913

CNIC: 3820156858917

LTV: KB-16-1360

## ABOUT ME

**Admin Executive:** and worked as Office Assistant / Accountant with over 3.3 years of experience.

**Accountant:** with 10 years of experience in different companies, Perform accounting functions and execute cash management functions, Maintenance, reconciliation and financial reporting and create financial statements.

**Store Manager:** with 4 years of managerial experience in Pakistan Army Ordinance Crops-disciplined environments.

**Experienced Elementary School Teacher:** with over 10 years of experience teaching in diverse elementary classroom settings.

**Dynamic Pharmacy Technician:** with 4 years of experience supporting the day-to-day functions and services of pharmacies.

## WORK EXPERIENCE

**November 2023 to till Date:** Working as an accountant in KANZ Energy (Pvt) Ltd deals in LPG Gas.

**August 2020 to November 2023:** Admin Executive / Accountant / Purchase and Procurement officer at AAA Associates (Well known Real estate Company) Jauharabad Region, Processed and tracked invoices, purchase orders, and other payments to ensure accuracy and timely processing.

**March 2013 – February 2019:** Accountant / Purchase and Procurement officer at Superior Group of Colleges Jauharabad Campus, Jauharabad, Distt. Khushab

**July 2019 – April 2020:** Accountant at Aspire Group of Colleges, Jauharabad, Distt. Khushab

**February 2005 – June 2008:** Store Keeper in Pakistan Army Ordinance Crops, Ordinance Depot, Sargodha Analyzed store performance trends and created action plans to improve store operations, performed daily store opening and closing duties, ensuring that all store policies were followed.

**January 2012 – March 2013:** Elementary School Teacher (Science Subject) at Comprehensive Group of Schools and Colleges, Sillanwali Campus.

**June 2008 – January 2012:** Assistant in Dermatology, Assistant Pharmacy at Shan Clinic and Pharmacy Jauharabad, Distt. Khushab. Well Trained in Diagnosis and Medicines related dermatology. Well Trained to maintain IV, IM and assist to a doctor and qualified Dispenser. Managed the pharmacy's inventory to ensure that all medications were in stock. Generated and maintained patient profiles in the pharmacy information system. Bringing forth extensive knowledge of pharmacy operations, pharmacy management, medication management and distribution.

## ACADEMIC BACKGROUND

**(B.Com) January 1998 – May 2000:** Punjab University Lahore, Hi-Aims College Jauharabad.

**(Intermediate) April 1994 – February 1997:** Govt. Post Graduate College Jauharabad, Distt. Khushab.

**(Matriculation) January 1992 – August 1994:** Govt. Higher Secondary School Jaurakalan, Distt. Khushab.

**(MS Office) January 1995 and 1998:** Lunar Computer Centre, ICT Jauharabad, DIT (Diploma in Microsoft Office)

**(Stores Depart) February-2005 to March 2008:** Army Ordinance School Karachi, Pakistan BOC and Basic Ammo.

**(Qualified Dispenser) January 2009 – January 2010:** Patient Care Technician Skill Development Council, Jauharabad, Distt. Khushab.

**(Diploma in Electro Homoeopathy) January 2005 – February 2007:** MDEH Ideal E.H. Medical College Sargodha, Pakistan.

**(Pharmacy Assistant) January 2017 – March 2019:** Pharmacy Assistant Punjab Pharmacy Council Lahore, Pakistan.

## SKILLS

Good Interpersonal skills, Honesty Hard work, Punctuality, Problem solving attitude, Effective motivational skills, Leading abilities to complete the tasks, Want to pursue my career in your organization for the betterment of organization as well as my professional and social grooming. I feel comfortable both working in a team as well as individually.

## LANGUAGES

English.

Urdu.