



MUHAMMAD YASEEN

Address: Village and P.O Dhillam Balagan,

Tehsil Sambrial District Sialkot Pakistan.

Phone : +923476767969

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PROFESSIONAL CAREER

To peruse a challenging career with a dynamic organization which provide potential for significant professional growth, Skilled to express ideas clearly and skilled ambitious to achieve demanding goals and able to meet deadlines, ability to work in multicultural environment.

PERSONAL DETAILS

Religion	-	Islam
Father's Name	-	Muhammad Tufail
Date of Birth	-	March, 03, 1979
Nationality	-	Pakistani
Domicile	-	Sialkot (Punjab)
Marital Status	-	Married
Height	-	5'9"
N.I.C. No.	-	34601-5909067-5
Passport No	-	BK6800673

ACADEMIC RECORD

- **Intermediate In Commerce.(I.com)**

Boards of Intermediate & Secondary Education Gujranwala in 1998.

By: Government Degree College Daska - Sialkot

- **Secondary School Certificate in Science**

Board of Intermediate & Secondary Education Gujranwala in 1996.

By: Farooqia.High School Daska –Sialkot

TECHNICAL EDUCATION

1.5Years Diploma in Computer Software & Hardware.

By: Feteral College Of Computer Sciences Daska - Sialkot

WORK EXPERIENCE

(1) I have two years experience as a computer operator in *Zafar Tax Consultant*.
“Iqbal House New Miana Pura West, Street BoharWali, Roadas road, Sailkot (Pakistan).”

Main Roll

- I. Working with spreadsheets, sales and purchase ledgers and journals.
- II. Calculating and checking to make sure payments, amounts and records are correct.
- III. Sorting out incoming and outgoing daily post through Oracle ERP
- IV. Managing petty cash transactions.
- V. Controlling credit and chasing debt.
- VI. Reconciling finance accounts and direct debits.

(2) I have five years experience in *Forward Sports (Pvt.) Ltd.* Sialkot As a Computer Operator from 1st July 2003 to 16th June 2008.

Main Roll

- I. Calculating and checking to make sure payments, amounts and records are correct.
- II. Sorting out incoming and outgoing daily post through Oracle ERP System

(3) I have two years experience as an Inventory Manager in *Arian Sports (Pvt.) Ltd.* Sialkot, Pakistan. From 1st August 2012. To 30th April 2014.

Main Roll

- I. To conduct physical inventory check on monthly basis and reporting of any discrepancy.
- II. To ensure the IGP / Suppliers bills as per purchase order and requisition.
- III. To guide and facilitate to all demand raisers / requisition raisers.
- IV. To disseminate all the supplies in their designated areas and ensuring the items are at right locations.

PERSONAL SKILLS

- ✓ Diplomatic
- ✓ Forward thinking
- ✓ Focused
- ✓ Hard working

KEY SKILLS AND COMPETENCIES

- ✓ Effective people management skills & good team building skills.
- ✓ Being thorough and accurate in all record keeping and documentation.
- ✓ Dealing Able to distinguish when to act on own initiative and when to seek appropriate advice and guidance.

COMPUTER SKILLS

- ✓ **Operating System** : Windows 7,8 and 10
- ✓ **Word Processor** : M S Word
- ✓ **Spread Sheet** : M S Excel
- ✓ **Data base handling** : Issue Receive and Billing Process through Oracle ERP

- ✓ **English Typing Speed** : 3600kyes/h
- ✓ **Urdu & Arabic Typing speed** : In-Page 2400kyes/h
- ✓ **Hardware & Software** : Hardware Troubleshooting and installation of all kinds of Hardware and Software
- ✓ **Internet & E-Mail** : Web Browsing & handling E-mail using Outlook Express

LANGUAGES

- ✓ **English**
- ✓ **Urdu**
- ✓ **Punjabi**

HOBBIES

- ✓ **Photography**
- ✓ **Travel**
- ✓ **Reading**