



# JAMSHAIID RAZZAQ

## Personal

**Father Name** Abdul Razzaq  
**Date of Birth** 19/05/1990  
**Gender** Male  
**CNIC** 34201-5557876-1  
**Nationality** Pakistani  
**Religion** Islam

## Contact

**Phone**  
+923476166265  
**Email**  
chjamshaid6@gmail.com  
**Address**  
Village Mota P.O.Box Tanda Tehsil &  
District Gujrat

## Extra Curricular Activities

- Books Reading
- Web Browsing
- Swimming

## Languages

- English
- Urdu
- Punjabi

## About Me

To use my natural talent, experience and qualification towards building up a carrier with reputable organization and to seek for a challenging position in competitive environment, where I can utilize my professional skills and capabilities to excel the organization and myself in future.

## Education

- **Bachelor's In Art's (B.A)** **2015**  
AIOU Islamabad
- **DAE In Electronics** **2012**  
PBTE Lahore
- **Diploma In Surveyor Trade** **2011**  
PBTE Lahore
- **Diploma In Computer Software** **2007**  
Lyceum Institute Of Computer Science
- **Matric** **2007**  
B.I.S.E Gujranwala

## Experience

- **Branch Accountant Cum Parts Executive**  
1st June, 2017 to Till Date  
**Pak Electron Limited at CSD Sialkot**
- **Parts Executive**  
17 January, 2015 to 22 January, 2017  
**Pak Electron Limited at CSD Gujrat**
- **Store Officer**  
26 October, 2012 to 17 January, 2015  
**Haier Pakistan (PVT) Ltd**

# Professional Skills

- Familiar with CRM System (Customer Relation Management).
- Familiar with Oracle Application
- Familiar with SPI System (Siebel Oracle).
- Familiar with ERP (Enterprise Resource Management). (Stock Inventory Control System).
- Familiar with COMS (CSD Operations Management Solutions)
- Familiar with FOX APPLICATIONS.
- Follower of the all SOPs of the Organization.
- Professional attitude to handle the all types of Customers.
- Good team work to meet the Goals of Organization.
- Knowledge of all Computer & Internet Applications.
- Well Knowledge of MS Office Applications (Excel, MS Word, Power Point, Adobe, Inpage Urdu).

## • Store In-Charge

January, 2012 to September, 2012

### **FARAN Institute Of Technology**

#### **DUTIES & RESPONSIBILITIES :**

- Verify, allocate, post and reconcile accounts payable and receivable
- Minimize bad debts and collect all outstanding payments
- Prepare financial statements and produce budget according to schedule
- Assist with tax audits and tax returns
- Support month-end and year-end close process.
- Reduced credit period from 90 days to 60 days.
- Accounts Receivables (Follow-ups with clients, SOA Reconciliation, Sales Order / Tax Invoices / Credit Notes).
- Accounts Payable (Follow-ups with Suppliers, SOA Reconciliation, Purchase Order / Purchase Returns).
- Liaise with our Financial manager and Accounting manager to improve financial procedures
- Planning supply chain schedules for Dispatch as per Order / Demand.
- Stock planning, Supplier management, Parts Sales, Demand forecasts, Distribution, and Team meetings.
- Negotiating with suppliers to minimize raw material and transportation / Logistics costs.
- Coordinate with Stores, Planning, and Production Department for Parts arrangement.
- Taking steps to ensure the personal safety and safe working environment of staff as well as strictly follow the company policies and procedure.
- Handling inquiries and Parts arrangements for Corporate Clients (EFL, Unilever, PEPSI etc.).
- Handles and documents storage and transportation of FOC materials.
- Inspect store records, stores areas, transportation of material including FOC material.
- Inventory Min-Max Levels Development and Follow-Ups with Head Office.
- Generate Deliver Orders of Spare Parts (Stock Transfer / Sale) to dispatch for Service Centers and Customers.
- Analyze and verify monthly scrap report, scrap quotations to dispossess of scrap / Dead Stock disposal.
- Reconciliation of Parts and compile MIS reports (Issuance Vs Dispatch), Raw Material etc.