

# Muhammad Naeem

**Residential Address:** Tehsil Pir mahal Distt toba tek singh

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## OBJECTIVE:

To work with a passionate and motivated team of professionals, seeking goals for future and to apply professional and academic knowledge towards the growth and development of a dynamic organization that offers challenging opportunities and appreciates the performance criterion.

## PERSONAL DETAILS

Father Name: Muhammad Yasin

Date of Birth: 19-10-1997

C.N.I.C. # 33303-6613211-7

Passport # DR9952111

Nationality: Pakistani

Religion: Islam

Marital Status: Single

Domicile: Toba tek singh

Province: Punjab

## EDUCATIONAL DETAILS:

**Master in Arts** (Govt College University of Faisalabad)

**Duration:** 2020-2021

**Bachelor's** in Science with Computer, psychology & geography (Gov. College University of Faisalabad)

**Duration: (2 years)** 2017-2018

**F.A I.T** (BISE FSD)

**Duration:** 2014-2015

Matric with Science (BISE FSD)

**Duration:** 2012-2013

## PROFESSIONAL EXPERIENCE:

### PREMIER SALES PVT.LTD

**Position:** I.T & Accounts Officer

**Duration:** (2020 to continue....)

### Major Responsibilities:

- Cash Collection & deposit.
- Manage Bank affairs of company

- Credit Control
- Expense& Claim handling
- Coordination with External auditors.
- Reporting and mailing.
- Work on MS-Excel and PowerPoint.
- Assisting Internal Audit team in various assignments
- Daily report to head office
- Customer Clearing in Sale system.
- Stock Purchase in Sale system.
- Work on Erp.
- Operation management in Absence of BOM.

## **PREMIER SALES PVT.LTD**

**Position:** Warehouse in charge

**Duration:** 2018-2020

### **Major Responsibilities:**

- Goods receive & dispatch to company.
- Warehouse maintain and balanced
- Goods expiry, Batch, and rate check.
- Dispatch Summaries to Salesmen.
- Warehouse team leading.
- Expiry Claim handle

## **LANGUAGES**

- English
- Urdu
- Punjabi

## **SKILLS & EXPERTISE**

- Will To Win
- Team player
- Anticipate Changes
- Strong Believer in Hard working
- Innovative & Committed
- Confident & Aggressive

- Strong Decision Making
- Having Quality of Relation Building
- Good communication and interpersonal skills
- Result Oriented
- Self-Motivated And Self Starter
- Firm Believer in Honesty is the only policy
- Business Seeker through Exploring the Customers.
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## **REFERENCES**

- References will be provided on demand.