

CURRICULUM VITAE

NAVEED AHMAD

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CAREER OBJECTIVE:

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. To work with an aim to gain valuable hands on experience and professional skills in an organization, which provides a challenging, learning and developing atmosphere.

PERSONAL PROFILE:

Name:

Naveed Ahmad

Father's Name:

Noor ul Bayan

CNIC #

16101-9349156-5

Date of Birth:

28-March-1989

Permanent Address:

Village & P/O Baghicha Dheri, District & Tehsil Mardan
Khyber Pakhtunkhwa, Pakistan.

Nationality:

Pakistani

Religion:

Islam

Passport No:

RB1161561

Languages:

English, Urdu & Pashtu

Contact Number:

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ACADEMIC QUALIFICATION:

Master of Commerce	2011	AWKUM (Mardan, Pakistan)
Bachelor of Commerce	2009	UNIVERSITY OF PESHAWAR (Peshawar, Pakistan)
Diploma in Commerce	2007	BOARD OF TECHNICAL EDUCATION (Peshawar, Pakistan)
Diploma in Information Technology	2011	BOARD OF TECHNICAL EDUCATION (Peshawar, Pakistan)
Matriculation	2005	Board of Intermediate & Secondary Education (Mardan, Pakistan)

PROFESSIONAL EXPERIENCE:

Attock Petroleum Limited

March, 2017 to Date

Attock Petroleum is one of the leading Oil Marketing Company in Pakistan with large infrastructure for storage and handling of petroleum products. It is associated company of Attock Oil Group of Companies.

Position: Sr. Officer (F & A) & BSO

Major Duties & Responsibilities:

- Processing all the bills of Retail Outlets & Main Projects related to Engineering Department.
- Entering of Goods Receive Note (GRN) in Sidat Hyder Financials e-suite (ERP) for Bills processing.
- Communication with Sales Tax Department for updating Sales Tax Rules & Regulations for bills processing.
- Entering of Purchase Requisitions in Sidat Hyder Financials e-suite (ERP) on the basis of Material Requisition Note for further Purchase Orders processing.
- Maintaining the records of Material Requisitions Note and Purchase Requisitions in hard & soft copies.
- Communications with Incharge of all APL stores for dispatching & recoveries of Fixed Assets from destinations.
- Communications with Area Engineers & Area Executives on daily basis purposes.
- Maintaining the monthly reports of all Bills Payments & Stock of Company Fixed Assets.
- Keeping the records of Assets Transfer Forms, Material Issuance Note & Material Return Requisitions (MRR) of all APL stores, Retail Outlets & Terminals.
- Maintaining the record of Company Assets installed at all Retail Outlets & Terminals.
- Maintaining the records of Approved Feasibilities & Management Approvals relating to Engineering Department.
- Communication with Logistics department for timely dispatching & recoveries of Company Assets from destinations.

Pakistan Tobacco Company

Oct, 2014 to Dec, 2016

Pakistan Tobacco Company Limited (PTC) is a subsidiary of the British American Tobacco (BAT). The Company was incorporated in Pakistan in 1947 making it one of the first multinationals in Pakistan.

Position: KPO & Office Supervisor

Major Duties & Responsibilities:

- Maintaining the records of Tobacco in the BAT Leaf software {British American Tobacco}.
- Maintaining the profile of Farmers in the BAT Leaf Software for further various activities.
- Punching, Processing & maintaining the records of various types of surveys.
- Communication with Area Supervisors on the daily basis for various activities.
- Maintaining, Processing and making budget of the Company Depot.
- Maintaining the record of Petty Cash & Contingent Fund of the Company Depot.
- During Purchasing period will set up the system date, purchase date, Banks and other necessary system parameters for daily Operations.
- Maintaining the proper record of necessary stationary items like barcodes, vouchers and papers for smoothly operations on daily basis.
- Keeping the record of stock and send to the concerned department on daily basis.
- During Purchasing period have ensure that Buyer, Classifier, receipt clerk, Shipment Clerk's operations are smoothly progressing.
- Processing of Bank Reconciliation Statement for smoothly payments to Farmers on daily basis.
- At the end of day processing of replication data with Regional server on daily basis.

AJ Textile Mills**Aug, 2013 to Sept, 2014**

A.J. TEXTILE MILLS Limited is located in Swabi Khyber Pakhtunkhwa, Pakistan. To be the Textile manufacturer of first choice for customers at home & abroad, pursuing for sustained leadership in the markets, where it competes and making its valuable contribution in boosting the country's exports.

Position: Computer Operator**Major Duties & Responsibilities:**

- Maintaining the profile of all workers of company.
- Enter the attendance of the workers in a specific company software Wizmen.
- Maintaining the overtimes of the workers on the daily basis.
- Making the summary of the attendance & overtime of all workers on monthly basis.
- Making the petty cash bills of the company.
- Maintaining the IN & OUT time of the workers.
- Keeping the records of Leave Applications of workers.
- Making the confidential approvals with requirements of the company.
- Pursue the companies for timely payments.
- Sending the summary reports to head office on the daily basis.

Singer Electronics Private Limited**Oct, 2011 to June, 2013**

Founded in year 1861 by Issac Merritt Singer in New York, Singer Electronics started with sewing machines as their primary product. Now Singer Electronics became a multinational brand with outlets and stores worldwide within years.

Position: Assistant Manager of Showroom**Major Duties & Responsibilities:**

- Motivating the customers to buy the valuable & reliable products of the company.
- Achieving sales targets of the company on Monthly Basis.
- Collecting the data from Area Supervisor & compile competition report of the market on daily basis.
- Maintaining the financial record of the showroom on the daily basis.
- Perform the customer service tasks assigned on daily basis.
- Recovery of cash from the customers on the monthly basis.
- Maintaining the records of Cheque & Cash deposit in company account on daily basis.
- Preparation of Quotations and LPO (local purchase orders).
- Informing the customers about the special offers on the reliable products of the company.
- Providing consultancy and solution to all the clients to meet their financial needs.
- Achieving the goals of the company.

Teaching Experience:

One year experience as a Teacher in The Khyber English Medium School Baghicha Dheri, District & Tehsil Mardan, Khyber Pakhtunkhwa, Pakistan.

Banking Experience:

Two months internship as a Trainee in Muslim Commercial Bank main Branch, Swabi Khyber Pakhtunkhwa, Pakistan.

MAJOR SUBJECTS STUDIED IN M.Com:

- Advanced Financial Accounting / Financial Management
- Industrial & Commercial Law / Advanced Cost & Management Accounting
- Auditing / Principles of Management
- Business Mathematics / Principles of Marketing
- Business Research Methods / System Analysis & Design
- Organization Behavior / Human Resource Management
- Strategic Management / Financial Accounting-III
- Electronic Commerce / Banking & Finance

SPECIAL INTEREST & HOBBIES:

- Ideas generation.
- Building new relations.
- Interest in using computer & internet.
- Training and Development of Needy persons.
- Interest in reading books, newspapers & magazines.
- Interest in playing and watching Cricket & Badminton.

Skills:

- Data Trending Knowledge
- Invoice Coding Familiarity
- Advance Bookkeeping Skills
- Budget Analysis
- Financial Reporting Specialist
- Cash Flow Analysis
- Tax Accounting Specialization
- Excellent Communication Skills
- Tax Law Understanding
- Calculating Liabilities
- Business Development
- Ethics & Integrity
- Forecasting
- Business Acumen
- Internet Applications
- Microsoft Office
- Computer Literacy Programs
- Wizmen
- Corel Draw
- BAT Leaf
- Lotus Notes
- Microsoft Outlook
- Sidat Hyder Financials E-suite