



**SAQIB YASIN**

## CONTACT INFO



+97154 781 7327



+971 56 161 8606



Dubai, UAE

Email: Saqibyasini0343@gmail.com

## PERSONAL PROFILE

Date of Birth : 15th March 1990

Nationality : Pakistani

Religion : Islam

Gender : Male

Marital Status : Married

Visa Status : Employment Visa

## PASSPORT DETAILS

Passport No : GD6809402

Issue Date : 17 Jan 2023

Expiry Date : 16 Jan 2033

## LANGUAGE

- English
- Urdu

## PROFILE

To join an organization where I can employ my skills and expertise and attain a high level of performance. I have the right attitude to perform competently in my field of assignment to work individually or as a team member.

## EXPERIENCE

### SALESMAN

Sultan Key Lock & Phone Repairing Trading LLC (Dubai)  
(From February 2021 to Continue)

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships
- Reach out to customer leads through cold calling
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Coordinate sales effort with team members and other departments
- Analyze the territory/market's potential, track sales and status reports
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keep abreast of best practices and promotional trends
- Continuously improve through feedback

### ASSISTANT ACCOUNTANT

Sultan Pamir Star General Trading L.L.C (Dubai)  
(From October 2018 to January 2021)

- Maintain the listing of accounts payable.
- Reviewing and improving credit and receivables processes as required.
- Sales & Purchase total reconciliation of accounts calculating VAT.
- Knowledge about the ledger scrutiny the book and rectifying the same.
- Reviewing the trail balance of the company.
- Organizing and maintaining accurate company accounting records.
- Managing the trade payables and receivables

## EDUCATION

### BACHELOR OF COMMERCE (B.COM)

Allama Iqbal Open University

### DIPLOMA IN COMPUTER APPLICATIONS (CIT)

Vocational Training Institute Taxila

### COMPUTERIZED FINANCIAL ACCOUNTING

FBooks Accounting & Inventory System, Nugg Accounting

Software, QuickBooks, Microsoft Office (Ms Word, Ms Excel)

Coreldraw, Illustrator, Adobe Photoshop

## DECLARATION

I hereby certify that the above cited information is true and correct to the best of my knowledge. If selected, I assure that I would perform to the best of my abilities.