

Syed Uzair Tirmizi

Citizenship : Pakistani • Date of birth : 18 November 1985

Contact

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Address

Al warqa 1, near Q1 Mall, Dubai, UAE.

Objective

Energetic professional with extensive hands-on experience of office administration, accounts and customer handling. My objective is to gain more experience and to further my career in any reputable organization. I believe I can be a very great asset for your organization. I'm a smart worker and quick learner; I put a lot of pride and integrity in my work. *If the chance will be given, I can prove myself.*

Education

2011	Bachelors of Commerce University of Karachi – <i>Karachi, Pakistan.</i>
2008	Diploma in Business Administration Sindh Board of Technical Education – <i>Karachi, Pakistan.</i>
2003	SSC Science Seven Oaks High School, <i>Karachi, Pakistan.</i>

Key Skills

Networking LAN

Microsoft Excel / Office

Troubleshooting

Software & Hardware
Installation

Work Experience

Tirmizi Traders / Trims Sourcing – Pakistan

Nov 2014 – Sept 2023

Self-employed

- Deals in supplies of all textile accessories
- Managing sales, accounts and marketing team
- Oversees production process of buttons, hangtags, price tags and etc.

Three Star Enterprises – Pakistan

Dec 2012 – Oct 2014

Assistant Manager Accounts & Finance

- Responsible to manage customer and supplier ledgers
- Managed all banks and tender based activities
- Responsible for compiling management report pertains to accounts
- Compilation of all tax related reports with month to month analysis.

Al Hamd Poultry Farms – Pakistan

Jun 2011 – Nov2012

Farm Manager

- Responsible for managing overall operations of poultry farm
- Managed sales and purchase of all raw material and office supplies

Al Hamd Feed & Allied Products – Pakistan

Sept 2010 – Jun 2011

Assistant Accountant

- Responsible for all inward & outward entries of raw material
- Responsible for maintaining office petty cash and all accounts.

Levi's – Pakistan**July 2008 – Aug 2010****Incharge**

- Franchise management works
- Responsible for managing sales and accounts records
- Involved in inventory auditing and computerized accounting system
- Stock and record keeping of inventories
- Processing invoices and management of delivery challans
- Preparation of weekly and quarterly reports regarding inventories, sales and staff attendances.

Al-Hamd Home Services – Pakistan**Mar 2007 – Jun 2008****Assistant Manager / Accountant**

- Operating computerized and manual accounting reports
- Preparation of necessary documents and billings
- Handle and process all purchase orders and sales records
- Office administrations.

Courses & Training**Networking (LAN)****Computer hardware and software****Languages**

- Urdu
- English

References*Can be furnished upon request*