

CURRICULUM VITAE

Wamiq Khan

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Objective:

I am expecting a challenging job & position in your reputed organization, one that will build up my skills pertaining to my field of study and allow me scope for upward movement.

Educational Qualification:

- Alim (Lucknow University)
- Fazil (Lucknow University)

Professional Qualification:

- MS- DOS, Microsoft Windows98/ XP & Windows NT Operatig Systems
- (M.S.Word, M.S.Excel, M.S.Power Point, M.S. Access, Windows NT & Visual Basic5)
- Accounting Package Tally & Excel
- PageMaker & Coral Draw

Software Package Exposure : Fully Convenient with relevant software under M.S-Dos,M.S.WindowsX.P,Windows7,8

License : **Holding a valid UAE Driving**

Work Experience :

- Worked as a Salesman in Readymade Wholesale Market. **Minar international LLC. Dubai 2005 to 2007**
- Worked as a Merchandiser for Readymade Garments in Carrefour - Dubai
- Worked as a driver and **clark in zener fire & security company (Dubai) 2008 to 2017**
- Worked as sales executive in **All in one grocery LLC. 2018 to present.**
- 10 year experience

Job Responsibilities :

- Handling all the corresponding out going and in coming Documents.
- Preparing quotations and enquiry.
- Preparing Cash memo and Invoicing.
- Stock Inventory.
- Handling Petty Cash.
- Account Statement / Trail and balance Statement.
- Co-ordination with sales agents and salesman.
- And all the office automation & management systems.
- Sales & Marketing - Direct sales to wholesaler & retailer,
- Organizing sales team.
- Selecting product as per market requirement
- Taking care warehouse,
- **Actively involve in purchasing** - Finalizing
- Deal with Supplier
- Raising Local & Overseas Purchase Order.

PERSONAL DETAILS

Date of Birth : 01/06/1982
Sex : Male
Marital Status : Single
Languages Known : English, Arabic, Hindi, Urdu,
Key Strength : A Deep to learn more, willing to accept new challenges and responsibilities by recognizing the importance of the work.
Professional Strategy : Will Serve to my best as per the instructions and guidelines given by my superiors to their satisfaction.
Favourites : Soft Spoken, straight Forward, careful & best morality.
Hobbies : Reading , Driving, Swimming.

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