



# Azam Allah Ditta

## Contact

+971557688471

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Dubai, dubai al qouz  
industrial area 4.

## Educations

### **B.COM BACHELOR IN COMMERCE**

*Punjab College of Commerce  
Pattoki Punjab, Pakistan  
2015 - 2016*

### **I.COM IN COMMERCE**

*The Student College Of  
Commerce Phool  
Nagar, Pakistan  
2012-2013*

## Skills

Hardworking

Completing task

Team planning

Active Listening

Communicating

## Summary

- I am very interested in working at a challenging position in a well reputed organization where I can implement my professional skills for the organization's development.

## Experiences

### **STYLE TEXTILE COMPANY ( PRODUCTION SUPERVISOR )**

Manga Mandi Raiwind Road Lahore, Pakistan

- Conducting quality and safety inspections.
- Maintaining quality control checks.
- Be able to sign off and handing over completed work to the client.
- Checks all production of company.
- Prepare daily production report.
- Prepare daily rework report.

### **HM SONS PRIVATE LIMITED ( ASSISTANT ACCOUNTANT )**

Wahdat Road Lahore, Pakistan

- Recording and filing cash transactions.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Prepare customers debt sheet.
- At the month end telly all the customers accounts.
- Monitoring daily communications and answering any queries

### **MINTCONCRETE ( STORE INCHARGE )**

Ras Al Khor Industrial Area - Dubai

- Deliver excellent service to ensure high levels of customer satisfaction
- Inform customers about new products and services
- Develop and arrange promotional material and in-store displays;
- Motivate the sales team to meet sales objectives by training and mentoring staff
- Prepare detailed reports on buying trends, customer requirements, and profits
- Undertake store administration duties such as managing store budgets and updating financial records

## Awards

### **OUTSTANDING ACHIEVEMENT AWARD 2013, FIRST POSITION IN MY COLLEGE**

And get 2 years free education with scholarship

### **GET A SCHOLARSHIP PROGRAM FROM FEDERAL GOVERNMENT OF PAKISTAN**

2015-2016 Punjab College Pattoki, Pakistan