



Azam Allah Ditta

Contact

+971557688471

azamrajput508@gmail.com

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