# MUHAMMAD SHABIR GUL

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Cell:052.6330862



# PROFILE

Dedicated and detail-oriented professional with a proven track record in customer service, accounting, and sales. Committed to honesty, punctuality, and hard work, I bring strong problem-solving skills and a desire for continuous professional development. My experience with various organizations has equipped me with a diverse skill set that I am eager to apply in a challenging role.



# AREAS OF EXPERTISE

* Technical Support
* Problem Solving
* Accounting
* Inventory Management
* Team Building and Leadership
* Book keeping and data entry
* Various Software Applications



**PROFESSIONAL DEVELOPMENT**

# B.Com – Bachelor of Commerce

Qurtaba University of Science & Technology, Pakistan

2007 – 2009



**PROFESSIONAL EXPERIENCE**

**Sagress Food and Beverages LLC**

*Al Quoz Ind 3, Dubai*

# Sales Person. *2022 - 2024*

* Assisting walk-in customers, suggesting additional products.
* Managing inventory and creating invoices.
* Processing payments.
* Handling emergency orders, ensuring timely fulfillment and customer satisfaction.
* Communicating special order policies, including deposits and freight costs.
* Collaborating with outside sales representatives for smooth delivery of orders.
* Conduct weekly verification of “will call” and “back orders,” managing vendor returns and inventory adjustments.
* Managing petty cash
* Purchasing and checking of expiry
* Maintaining food safety regulations according to FoodWatch rules.

**Ghani Enterprise and Oil Transport Contractor**

*Sherin Jinnah Colony, Karachi, Pakistan*

# Assistant Accountant *August 2016 - March 2021*

* Processing company documentation, including invoices, expense reports, and payments. • Managing all purchase orders and sales transactions, ensuring accuracy and compliance.
* Assisting in financial statements generation for timely reporting.
* Maintaining effective communication with management and clients to enhance customer service.
* Analysing digital data for accuracy and compile reports for management review.
* Managing shipments and sales orders, ensuring timely and efficient processing.

**Ittihad Diese Dist LLC**

*Al Ghail, Ras Al Khaimah*

# Bookkeeper/Admin Assistant. *November 2015 - April 2016*

* creating purchase and sales invoices, petty cash, oding entries for accurate ledger maintenance.
* Monitoring customer payments and managing credit control processes.
* Producing management accounts and preparing financial documentation for audits.
* Looking into daily banking operations and the allocation of funds.
* Facilitating face-to-face client meetings to enhance relationships and service quality.

**DilMohd Toyota Spare Parts Dealer (An Al-Futtaim Dealer)**

*Al Musalla Road, Deira, Dubai*

# Sales Person/Data Entry Operator. *March 2012 - November 2015*

* Assisting customers in selecting automotive parts, providing product knowledge and upselling services.
* Creating invoices, ensuring accurate processing of customer payments.
* Managing inventory levels and coordinating emergency orders to meet customer needs.
* Making quotations and orders.

# CERTIFICATIONS

* Person in Charge Certificate from Dubai Food Watch

**COMPUTER SKILLS**

* Operating Systems: Windows Vista/XP/2000/2007
* Software: MS Office Suite (Word, Excel, PowerPoint), Winsoft (Oracle-based accounting software), Magento crm

**PERSONAL DETAILS**

* Date of Birth: May 15, 1985
* Valid UAE Driving License: Light Vehicle 3 No
* Languages: English,arabic,urdu,Persian