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Syed Asjad Ahmed Karachi Pakistan

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**CAREER OBJECTIVE**

To live honest and hard life to work in a highly challenging competitive environment for the enhancement of my creative abilities and optimum profitability of the organization

* Stock Control
* Positive Attitude
* Willingness Learn
* Thinking Skills
* Computer Skills
* Written Communication
* Limitation Skills
* Catering Skills
* Audit Skills
* Cargo Skills
* Invoice Development

**SKILLS:**

* Microsoft Office
* Stock Control
* Problem Solving
* Team Management
* Data Processing
* Network Support
* Communication Skills
* Team Work
* Innovative
* Critical Thinking
* Decision Making
* Language Skills

 **Certifications**:

* SUPPYCHAIN AND OPERATIONS – EMIRATES AIRLINE DUBAI
* C.I.T - INFRA TRAINING KARACHI

**EDUCATION:**

* A.C.C.A Underway – Karachi Pakistan
* B.COM Underway – Karachi Pakistan
* I.COM Completed – Karachi Pakistan

**✓****Global Exports – Karachi Pakistan**

**Assistant Auditor**

**Responsibilities:**

* Analyzing financial reports using spreadsheet software
* Identifying financial strengths and areas that need improvement
* Collaborating with financial analysts to review financial and budget reports
* Taking initiative to learn about new tax and regulatory developments on their own time
* Test Internal Controls.
* Ensure Continued Compliance with Tax Regulations. ...
* Prepare and Analyze Financial Records for Accuracy. ...
* Assess Finance and Budget Reports for Strengths and Areas Needing Improvement.

**✓** **Emirates Flight Catering Service – Dubai, UAE**

**General Assistant**

* November 2018 to November 2019

**Responsibilities:**

* Reconcile physically all supply chain products with that of invoices and supply documents
* Prepare invoices and documentation of products to be supplied to the flights
* Perform physical stock checks in a warehouse or stockroom setting
* Check and examine quality of materials before arranging dispatches through supply chains
* Check, inspect and manage material returns from flight
* Implement best standards in supply chain activities
* Apply the Quality Policy and Quality System established in accordance with ISO 9001: 2000 international standards and executes all responsibilities according to the department work procedures while reflecting EKFC Quality Policy
* Undertake specific cleaning duties and perform additional tasks as directed by the superiors.
* ****Ensure that all cleaning activity is undertaken only after putting on protective clothing / gear as per the safety standards

**✓** **Pepsico – Karachi, Pakistan**

 **Sales Assistant**

July 2016 to September 2018

**Responsibilities**

* Serves customers by selling products and meeting customer needs.
* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
* Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, and merchandising techniques.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.
* Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.
* Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
* Provides historical records by maintaining records on area and customer sales.
* Contributes to team effort by accomplishing related results as needed.

**✓ Shahjee Collegiate – Karachi Pakistan**

 **Computer Operator**

February 2014 to June 2016

* Responds to incoming telephone calls, email, and voice mail inquiries from internal customers (within IT department) regarding computer related problems.
* Maintains supply inventory by checking stock to Determine Inventory Level.
* Notify supervisor or computer maintenance technicians of equipment functions. Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.

**Reference:**

Yaseen Khan Emirates : +971527424024

Owais: +971569955421

Ubaid Malla Auditor : +923332248170