** Curriculum Vitae**

**Asad Inam**

House No. 642, Street No. 06, Colony No. 01, Khanewal

+92 332 4798778

**Personal Information**

**Father’s Name:** Muhammad Inam Ullah

**Date of Birth:** 15 April, 1990

**CNIC No:** 36103-3093944-1

**Nationality:** Pakistani

**Marital Status:** Married

**Religion:** Islam

**Email:** khanewal.dmo@gmail.com

**Objective**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

**Experience:**

**Mobile Officer Marie Stopes Society RHF Project**

**Feb 2015- July 2017**

**Duties and Responsibilities:**

* Ensure 100% achievements of projections and performance indicators set by MSS SF Division
* Managing the sales team and all sales activities within the company
* Motivating staff and leading the team to achieve sales targets.
* Responsible for all financial / operational matters and its documentations
* Ensure of timely submission of all (Monthly, Quarterly and on demand) reports
* Facilitate QA, IA and third party validation parties for assessment, monitoring and audit
* Facilitate of Internal and External Visitors for Mobile Unit send by MSS SF Divison
* Developing strategies for increasing opportunities to meet targets.
* Hiring of Staff

**Accounts Officer Shabir Chicks Pvt. Ltd**

**May 2011- December 2014**

**Duties and Responsibilities:**

* Recording of transactions after confirmation of payments and receipts and issue journal vouchers to the cashier
* Maintain digital and physical records of invoices and contracts
* Handle accounts payable and receivable
* Reconcile accounts with the general ledger
* Maintained and updated all official statements (Monthly/Quarterly) for higher management
* Prepared a reconciliation report of unpaid Salaries and wages
* preparing accounts and tax returns

**Academic Qualification**

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| --- | --- | --- | --- |
| **Name of Degree** | **Name of Institution** | **Grade/Division** | **Specialization** |
| MPA | B.Z.U Multan | 3.11CGPA | Human Resource |
| B.com | B.Z.U Mutan | 2nd | Accounting |
| DAE | PBTE Lahore | 1st | Textile Engineering |
| Metric | BISE Multan | 1st | Science |

**Software/Computer Proficiency**

* Operating system (Windows & Installation)
* Microsoft Office (Microsoft Excel, Microsoft Word, Microsoft Power Point)
* Internet & Web searching

**Personal Skills**

* Urdu and English Speaking Skills
* Multi task and priorities assignments.
* Ability to challenge, guide and influence decision.

**Strengths**

* Strong leadership skills with an ability to motivate people in achieving targets and goals
* Strong communication and interpersonal skills
* Innovative

**References**

* Reference will be furnished on request.