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| **Naeem Iqbal** | **Email address:** naeemiqbalbabar@gmail.com**Contact No**: +971-50-7290066 **Address**: Deira, Dubai – UAE**Date of Birth:** March 1, 1984**Driving License:** UAE & Pakistan**Nationality:** Pakistani**Visa Status:** VISIT (valid till February 12, 2020)**LinkedIn:** <https://www.linkedin.com/in/naeem-iqbal-1b26b97> |  |

**Administrative Professional**

*Highly motivated and energetic professional with over 10 years; experience in office administration, procurement, inventory control, and accounts field.*

Exhibit impressive performance record and well-rounded background in optimizing internal support performance; streamline workflow processes by implementing new techniques. Instrumental in performing administrative duties which require a range of knowledge of organizational procedures and policies. Demonstrate excellent interpersonal and research abilities as flexible and analytical with a keen eye for details; efficiently work with cross-functional teams to achieve business goals. Technically savvy with proficiency in MS Office Suite (Outlook, Excel, PowerPoint, Word), Peachtree, SPSS, QuickBooks, CRM, ERP, POS, and Internet Explorer for advanced research functions.

**Expertise and skills**

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| * Complex Problem solving
* People Management
* Judgment and Decision Making
* Cognitive Flexibility
* Payroll Management
* Database Management
 | * Critical Thinking
* Coordinating with Others
* Service Orientation
* Hazardous Material Handling
* Project Management
* Inventory Control
 | * Creativity
* Emotional Intelligence
* Negotiation
* Purchase/Procurement
* Time Management
* Accounts Management
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**Professional Experience**

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**D&J Readymade Garments Trading LLC**, Dubai, UAE (Mar 2018 – Aug 2019)

**(A leading retail & whole sales dealers in Garments)** [**www.djukayukay.com**](http://www.djukayukay.com)

**Administrative and Secretarial (Responsibilities)**

* Managing the daily/weekly/monthly agenda and arrange meetings and appointments. Preparing and disseminating correspondence, memos, letters, and vacation plan of employees.
* Renewal of tenancy contracts and IJaris of warehouses and retail outlets. Rent negotiation with landlord according to market situation.
* Deliver services that demonstrate the highest levels of quality, accountability, and teamwork through collaborating with colleagues, following through with every request, meeting and exceeding deadlines.
* Effectively streamline administrative tasks, supervise staff members, ticket booking and passport control.
* Coordinating with PRO for Visas/contract of new staff, renewal of existing once.

**Purchasing and Inventory (Responsibilities)**

* Retain inventory level, and formulate invoices, quotations, and purchase orders in a timely manner.
* Efficiently administer cost and benefit analysis of different projects, retail outlets stock taking, and purchasing of office supplies, other consumables, and stock for sales.
* It includes maintaining inventory levels, making monthly inventory reports, recording and labeling inventory items to be used in the future and maintaining accurate records.
* Periodic check on stocks in the warehouse as well as in the outlets. Issuance of stock as per outlet needs. Monthly stock taking in order to compare physical and systematic record.

**General Accountant (responsibilities)**

* Prepare balance sheets, profit and loss statements and other financial reports. Analyzing trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses.
* Reports organization's finances to management and offers suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.
* Formulate and retain analysis reports, including sales, departmental progress, cost of production, pricing of items and calculation of sales commission.
* Payroll Management including submission of on time salaries in WPS system.
* Submission of Quarterly VAT returns and maintaining record.
* Dealing with Banks (deposits and drawings). Handling Petty Cash and Cash sales.



**National Trading & Developing Establishment (ntde)**, Dubai, UAE (Aug 2014 – Nov 2017)

**(A leading FMCG in Gulf region)** [**www.ntde.com**](http://www.ntde.com)

**Operations Coordinator**

* Directed trade licenses, Ijari, tenancy contacts, and storage permit according to instructions of Dubai municipality.
* Functioned in close collaboration with various Government and Semi Government entities to establish new retail outlet, including DEWA, Dubai Municipality, Trakhees, and Dubai Civil Defence.
* Received invoices and deliveries, initiated purchase requisitions for stock of all regular stores items of store approaches the minimum limit fixed in respect, and updated level of stock.
* Organized vehicles fleet and database for inventory control including pricing, WAC supplier name & coding of items and produced payroll in EPR and time online software.
* Inspected incoming materials, followed up on existing orders, placed and reconciled new purchase orders according to the requirements, and tracked damages and discrepancies on orders received.

**Purchaser & Inventory Controller**

* Formulate invoices, quotations, and purchase orders local and foreign suppliers in a timely manner as per the needs and requirements of different departments. Continuously follow up the orders from issuance of purchase order till delivery.
* Oversee the inventory levels of businesses. Leading inventory & warehouse employees to receive and record new stock as it’s delivered, consumed and shipped out.
* Recording daily deliveries in ERP, evaluating new shipments, and analyzing different suppliers.
* Arrangement shipments to different customers in UAE & abroad. Coordinating with logistics and shipping companies for the shipments.
* Arrangement of payments to different venders on maturity after coordination with accounts department.
* Handling hazard material storage and arranging disposal of sludge as per the instructions of Dubai Municipality

**Key Project:**

* Handled project of new warehouse / Plant steered purchase of machinery, installation and construction of the project worth PKR 130M till completion and operations.



**Sama Defense System & Trade Inc.**, Islamabad, Pakistan (June 2009– May 2014)

(A leading company deals in security & life saving equipments) [www.sama.com.tr](http://www.sama.com.tr)

**Administrative & Finance Officer**

* Successfully created monthly expenditure statements, cash receipts, journal vouchers, payment, tender, and contracts documents, while participating in the bid / tender opening and submission of bids
* Liaised with banks and other financial institutions to create receipts and payments, examine finances, and deliver sales tax and income tax documents to tax consultant for filing tax returns in a timely manner.
* Supervised office staff, monitored clerical and secretarial functions, maintained office equipment, and filing systems, and transferred records according to schedules and policies.
* Negotiated price with various customers, including Army, FWO, GHQ, Navy, Air Force, Police, Ministry of Defence, IB and other Intelligence Agencies, and suppliers/OEMs on behalf of company that result in mutual benefits.
* Handled VISA applications of the staff, generated invoices, quotations, and purchase orders, oversaw different correspondence, and updated organizational memberships.

**Key Project:**

* Participate, negotiate and win different governments tenders worth millions of dollars successfully.

**Prior Experience:**

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**Office Assistant ♦ National Highway Authority (NHA)**, Islamabad, Pakistan **♦** Dec 2005 – Feb 2009

(a government entity handling motorways & highways of pakistan) [www.nha.gov.pk](http://www.nha.gov.pk)

**Education & Credentials**

**Master in Economics & Finance** | *International Islamic University, Islamabad, Pakistan – 2010*

**Bachelor of Commerce** | *Punjab College of Commerce, Islamabad, Pakistan – 2005*

**Professional Trainings**

Training for Dealing with Hazard Material and chemicals in Warehousing from DYNATECH Dubai

Accounts software QuickBooks & Peachtree Course from House of Knowledge, Islamabad

ERP Training from National Trading and Developing Establishment, Dubai

**References**

Will be provided as per demand