

AGHA WAJI UL QADAR

Dubai, UAE.

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OBJECTIVE

To obtain a challenging position in a fast-paced environment where my skills and experience can be utilized to their fullest potential.

Nationality	:	Pakistani
Date of Birth	:	05/01/1994
Visa Status	:	Own Visa

EXPERINACE

AQMAR Pharmaceutical (Pvt.) Ltd

Accountant

May 2018 - Jan 2020 Karachi, Pakistan.

- ❖ Ensure that all transactions are well documented.
- ❖ Preparing asset, liability, and capital account.
- ❖ Keep and maintain all the books in perfect order.
- ❖ Summarize current financial situation by analyzing correctly current liabilities, preparing a profit and loss statement and indicating corrective actions that need to be taken.
- ❖ Make certain that all tax forms are correct and have been filed to the required authorities on time.
- ❖ Preparing payments..
- ❖ Preparing budget forecast.
- ❖ Ensuring the security of financial information and taking regular backups.

HBL (Pvt.) Ltd

Front Desk Officer

Aug 2017 - Apr 2018 Karachi, Pakistan.

- ❖ Serves visitors by greeting, welcoming, and directing them appropriately.
- ❖ Notifies company personnel of visitor arrival.
- ❖ Maintains security and telecommunications system.
- ❖ Informs visitors by answering or referring inquiries.

K Electric

Office Assistant

Jan 2015 - Jun 2017 Karachi, Pakistan.

- ❖ Carried out all type duties and tasks in adherence with company policy
- ❖ Regulations.
- ❖ Prepared and circulated all documents to established mailing lists in an

- ❖ Effective, timely manner.
- ❖ Handled day-to-day office activities and operations including Office task
- ❖ Accurately and efficiently word-processed, reports, reviews and correspondence for result.
- ❖ Deal with queries with kindness, patience and clarity to ensure positive
- ❖ Customer satisfaction and resolution.
- ❖ Maintained office stocks, reordering within a prescribed budget as necessary.
- ❖ Organized files, developed spreadsheets, faxed reports and scanned documents.
- ❖ Monitored premises, screened visitors, updated logs and issued passes to
- ❖ Maintain security.

EDUCATION

Bachelor of Commerce
Federal Urdu University

Computer Proficiency

- ❖ MS Office.

Skills and Abilities

- ❖ Ability to face the challenges, administrative skills, ability to communicate independently, effectively and to take initiative.
- ❖ Events planning, Project Management, Strong Communication and interpersonal skills, Fast Learner, and Hard Worker.
- ❖ Ability to make good relations with the Targeted Customers
- ❖ Time management
- ❖ Ability to adapt according to the circumstances.
- ❖ Good interpersonal skill and ability to establish relation with clients.
- ❖ Answering the queries of the customers
- ❖ Good command over English, Urdu.
- ❖ Optimistic & Dynamic, Customer oriented professional, reliability.
- ❖ Team player that enjoys a challenge in consumer industry.
- ❖ Easily interacts with clients, management and staff.
- ❖ Self-motivated innovator with a record of success.