

# FARAZ NASEER

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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.

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Nationality	:	Pakistani
Date of Birth	:	22/12/1996
Visa Status	:	Own Visa

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## Experience

### SAMI Pharmaceutical

#### Accountant

May 2018 to Jan 2020 Karachi, Pakistan

- Drafted and prepared journal entries, bank reconciliations, account receivables, business budgets.
- Prepared summaries of current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Documents financial transactions by entering account information.
- 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.
- Audit key documents and verify each transaction.
- Attend various workshops, with the view of improving performance and contributes to team effort.
- Preparing payments.
- Preparing budget forecast.

### Bayer Pharmaceutical

#### Account Assistant

Aug 2017-Apr 2018 Karachi, Pakistan

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing purchase orders.
- Managing payroll.
- Completing financial reports on a regular basis and providing information to the finance team.
- Assisting with budgets.
- Completing bank reconciliations.
- Entering financial information into appropriate software programs.
- Managing company ledgers.
- Processing business expenses.

## **PRIMEIR DISTRIBUTOR**

### **OfficeAssistant**

Jan 2016 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.

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### **Awards and Acknowledgments**

- Certificate Course of "PFI (BAYER)"
- Certificate Course of " Veeva (BAYER)"
- Certificate Course of "ISTC (SAMI)"

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### **EDUCATION**

**Master in Business Administration**  
**Federal Urdu University**

**Bachelor of Science (Major in Zoology)**  
**University of Karachi**

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### **Computer Proficiency**

- Diploma in Computer hardware and software.
- Corel Draw, Adobe Photoshop, In Page, C++, Visual Basic and Internet & Composing.
- Making different forms on MS Office.

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### **Skills and Abilities**

- Ability to face the challenges, administrative skills, ability to communicate independently, effectively and to take initiate.
- 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.