

SAUD BIN HANIF

CONTACT

House No. L/1801 Sector 11-E
Muslim Town North Karachi

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WORK EXPERIENCE

PEARL CONFECTIONERY PVT. (LTD)

2018 — 2020

JUNIOR PRODUCTION OFFICER

- WORKING ON LIVE SAP BUSINESS SOFTWARE.
- ERP PROGRAMMING, INVENTORY MANAGEMENT.
- PREPARE PRODUCTION ENTRIES, MIR, AND JOB ORDER.

CHERRY PLASTICS INDUSTRY

2016 — 2017

SUPERVISOR

- CHECK INWARD AND OUTWARD OF PLASTIC ITEMS
- HAVING CAPABILITY TO COMMUNICATE WITH DIFFERENT PARTIES
- RECORD ACCOUNTS RECEIVABLE AND PAYABLE
- USING ELEMENTS SOFTWARE FOR MAKING DELIVERY CHALLANS, STOCK INWARD AND OUTWARD
- MAINTAIN STOCK REPORT
- USING EXCEL WORKSHEET FOR BILLING
- TRANSPORTER CHECKING STORE STATUS
- HANDLING PETTY CASH
- MAINTAIN ATTENDANCE SHEET

APEX DISTRIBUTOR

2015 — 2016

COMPUTER OPERATOR

- USING ORACLE SOFTWARE
- UPDATE RECEIVING BILLS AND RECEIVING COPIES
- MAINTAIN REPORT ON DAILY BASIS
- MAINTAIN SALES REPORT
- USING EXCEL SOFTWARE FOR RECEIVING REPORTS
- MAKING CHALLAN FOR GOODS RETURN AND GOODS DELIVERED
- RECHECKING DELIVERY ITEMS AND QUANTITY

FIBER GLASS SERVICES

2012 — 2013

ACCOUNTANT

- MAINTAIN REPORTS OF ACCOUNT RECEIVABLE AND PAYABLE
- MAINTAIN COMPUTER SYSTEM REPORTS
- HANDLING PETTY CASH
- MAINTAIN STOCK REPORT
- MAINTAIN SALES REPORT
- MAINTAIN SALARY SHEET REPORTS

NEW ERA GRAMMAR SCHOOL

2009 — 2011

FRONT DESK OFFICER

- HANDLING CASH
- FEES COLLECTION OF EVERY STUDENT
- MAINTAIN ATTENDANCE REGISTER

DEALING PARENTS FOR COLLECTING FEES AND COMPLAINTS
RECHECKING COPIES

OBJECTIVE

I WANT TO UTILIZE MY KNOWLEDGE AND ENHANCE MY SKILLS TO GROW ORGANIZATION. I ALSO WANT TO PROVE MYSELF A VALUABLE ASSET IN THE ORGANIZATION.

**ACADEMIC
QUALIFICATION**

COMPUTER SCIENCE

2005 — 2007

Ali Ali School

MATRIC

2007 — 2009

COMMERCE

Sirajuddaula Govt. College Karachi

I.COM

2013 — 2015

COMMERCE

Khadim Ali Shah Bukhari Institute Of Technology

B.COM

**PROFESSIONAL
EDUCATION**

■ **Ms Office (Word, Excel, PowerPoint)**

Computerized (2 MONTHS)

Master Jee Collegiate

■ **Accounts & Finance (Peach Tree, Tally, Quick Books)**

Computerized (6 MONTHS)

Institute Of Business & Professional Development

**PERSONAL
INFORMATION**

FATHER NAME: MUHAMMAD HANIF

DATE OF BIRTH: 25-AUGUST-1991

NATIONALITY: PAKISTANI

CNIC NO: 42101-0892413-7

RELIGION: ISLAM

MARITAL STATUS: SINGLE

DOMICILE: SINDH

LANGUAGE SKILLS: ENGLISH & URDU

REFERENCES

References will be available upon request.