

# SAUD BIN HANIF

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## CONTACT

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

**E-mail:** saudbinhanif@hotmail.com

**Website:** www.saudbinhanif.com

**Phone:** 0311-2995015

## 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.

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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.