

TARIQ NAVEED

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Work Experience

Al-Sufouh Gents Tailoring, Deira, Dubai (Accountant – 2 years)

September 2019 – till

- Responsible to maintain the financial record up to standards, updating and maintain regularly.
- To regulate and plan cash flow for the company.
- Preparation of payments and purchase vouchers.
- Vouching and verification of record.
- Preparation of sales invoices.
- Data gathering and processing.
- Preparation of expenses and other MIS and other Adhoc reports.
- Preparation of value added tax (VAT) quarterly of 3 branches of company.

Nishat Textile Mills, Pakistan (Office Assistant / Admin Assistant – 6 years)

August 2010 – May 2016

- Reading, monitoring and responding to the emails.
- Writing minutes of meetings, and managing events as the department representative.
- Sourcing and ordering stationery and office equipment.
- Managing office budget & preparing correspondence.
- Implementing and maintaining procedure/office administrative systems.
- Delegating task to tasks to junior employees.
- Arranging travel, visas and accommodation and, occasionally, traveling with the manager.
- at meetings or to provide general assistance during presentations.
- Screening phone calls, inquiries and requests, and handling them when appropriate.
- Manage multiple works and priorities and follow ups.
- Communications with local and importer suppliers.
- Arranging accommodation, facilitation for local & foreigner's delegation.
- Production efficiency and maintain the monthly summary of production of all department.
- Maintains the customer's complaints according to ISO standards.
- Analyzing monthly P/L accounts / overhead and preparing comparatively statement to avoid any discrepancies and discussion on reduction of expenses.
- Preparation of feasibility imported products before opening L/C & record keeping.
- Create and maintain customer databases & receive and assist customers and visitors.
- Prepare weekly, monthly production and sales reports for presentation of management.

Paracha Chemical Industries, Pakistan (Accountant – 4 years)

December 2004–July 2008

- Manage accounts in Oracle software and Manual ledgers in register.
- Preparation manual all vouchers, put in computer in oracle software.
- Reconciliations of ledgers of both debtors and creditors.
- Preparation of payments and purchase vouchers.
- Vouching and verification of records.

- Preparation of Sale Invoices and post invoices on their location by courier services.
 - Communication with courier services and verification of these monthly bills.
 - Preparation balance sheet manual and then put it in oracle software.
 - Preparation manual monthly salary of employees and put it in Oracle software.
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Ghafoor Bashir Hospital, Pakistan (Computer Operator / Cashier – 1 year)

Sep 2000– Dec 2001

- Managing front desk, performing administrative duties in children hospital.
 - Responsible to handle successful candidate appointment.
 - Daily cash reports maintain in computer, efficient check in and check out patient.
 - Efficient to maintain patient record and cash record in computer.
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Education

Bachelor in Arts (Punjab University Lahore)

Bachelor in Mass Communication is continue1 subject reporting is remaining (AIOU Islamabad)

1 year Diploma in Computer Sciences (DCS)

E-Commerce by Amazon

- Got AMAZON 1 month training from Ecommerce by Expert group in batch-2, Faisalabad, Pakistan.

Highlights of Amazon Training

- Product Hunting, Content Writing , Product Listing, Listing optimizing, Product Sourcing, Shipment planes, Managing Inventory, Advertising and Product Selling Strategies.

Technical & Computer Skills Skills

- Data entry, Inventory Management, Typing skills.
 - MS Word, MS Excel, MS PowerPoint, MS Outlook.
 - Oracle, U Buntu, Xp , Linex Operation system.
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Language

- ❖ Urdu, English, Punjabi, Arabic
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Reference

- ❖ Reference will be furnished as per requirement
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