

Curriculum Vitae

Asif Raza

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Career Objectives

Looking for challenging and aggressive position where I can effectively utilize my skills and abilities for the accomplishment of the organization's objectives.

Employment

AMLAAK BUILDING MATERIAL LLC. (Salalah, Oman)

A Limited Liability Company involving in sales of Aluminium Profiles, Glasses and having an Aluminium fabrication Unit.

Sales Executive (01 July 2013 - 31 July 2021)

Role:

- Setting sales goals and developing sales strategies.
- Preparing and sending quotes and proposals.
- Contacting potential and existing customers on the phone and by email.
- Managing the sales process through specific software programs.
- Meeting daily, weekly and monthly sales targets.
- Establishing new business links.
- Participating in conferences exhibitions and industry meet-ups for business development.
- Sales Reporting and reviewing performances.
- Working towards achievements and sales targets.
- Take feedback from customers and share it with support team.

AI NAHDHA AI OMANIAH Co. LLC. (Salalah, Oman)

A Limited Liability Company involving in Real Estate Business, Road & Highways construction, Importing and trading of Electronic goods, Sanitary wares, Aluminium Profiles, glasses and having an Aluminium fabrication Unit.

Senior Accountant (May 2010 to June 2013)

Role:

- Management of day to day accounts transactions (preparation of day book, cash book, sales registers and purchases registers etc.) – (Computerised environment)
- Management of receivables and vendors with updated and age wise reports to the management.
- Reconciliation of bank accounts and cash accounts of various divisions
- Finalization of accounts and preparation of reports like Trial Balance, Profit & Loss Account.
- Preparing financial and inventory data on monthly basis and reporting to chief accountant, management and auditors.
- Preparation of salary, wages, leave settlement and gratuity etc (Computerised).

TAFAF TRADING COMPANY.(Salalah, Oman)

In a Limited Liability Company, Fabrication Workshop.

Accountant: (January 2009 to April 2010)

Role:

- Reconciliation of bank accounts and cash accounts
- Finalization of accounts and preparation of reports.
- Preparation of salary, wages, leave settlement and gratuity etc (Computerised).

Education

2006-2008	Master of Business Administration (Specialization in Finance) The University of Lahore (Lahore, Pakistan)
2003-2005	Bachelor of commerce University of Punjab (Lahore, Pakistan)

Research Projects in University

- ✓ Human Resource Management System.
- ✓ Statistical Analysis of Honda and Yamaha Organizations.
- ✓ Financing methods Of Lakson Tobacco Company.
- ✓ Marketing Management of Sufi Organization.
- ✓ Business Research Methods of Honda Company.
- ✓ Environment Used in business for successful running business.

Skills

- Good knowledge of Word , Excel and Power Point
- Tally (In all programs)
- English, Arabic, Urdu, (Read, Write & speak)

Personal Details

Driving License: Having Light vehicle Driving License of Oman (Also same Pakistan)
Nationality: Pakistani
Date of Birth: 22.08.1983
Marital Status: Married
Visa Status: Visit Visa

Reference

- Will be furnished on request.