

# Curriculum Vitae

Asif Raza

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## ***Career Objectives***

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

## ***Employment***

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### **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***

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

### ***Research Projects in University***

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- ✓ 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***

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

### ***Personal Details***

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

### ***Reference***

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- Will be furnished on request.