

FAHAD ULLAH

AL WARQAA 1, MANSOOR
SHARAF BUILDING, DXB.
UAE.

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AREAS OF EXPERTISE

Distribution

ACCOUNTS

Pay administration

Analytical skills

Strategic Analysis

Equal opportunities

Emotional Intelligence

PERSONAL DETAILS

Father Name: Ferozuddin

Date of Birth: 11-04-1985

Nationality: Pakistani

Marital Status: Married

PERSONAL SUMMARY

A multi-skilled professional with good all-round Organizational advisory skills. Willing to pursue career as a value creator by cognitively utilizing knowledge and competencies in self-in-role performance and harmonizing diversified organizational culture which foster business growth and success. Experienced in providing timely & up to date financial advice whilst at the same time making sure both the employee and employers interests are best represented



PROFESSIONAL EXPERIENCE

ROYAL SELECTION INTERNATIONAL FOODSTUFF TRADING L.L.C

Sr. DISTRIBUTION / ACCOUNTS OFFICER

FEB 2020 – MAY 2021

- Completely look after all Accounting Procedures.
- Experienced over accounting software (TALLY).
- Monthly Accounts statement.
- Accounts receivables.
- Accounts Payable.
- Develop new outlets for company interest for growing maximum sale.
- Correspondence with international suppliers for IMPORT.
- Complete Hands on MS OFFICE, Software (Tally) All Import works.
- Keep record Supplier Invoice Data on timely manner.
- Preparation & Submission of V.A.T on quarterly Basis.
- Daily DSR & Cash Closing and reporting to the management
- Physically audit all stocks and manage on daily basis to get a appropriate result on month end.
- Departmental monitoring of distribution, stores, billing, finance, business development & sales.
- Fully support companies' team in term of order, payment, inventory, primary & secondary target and market credit Maintain sale record.
- Develop New online Store For company interest for maximum sale.
- AMAZON. NOON, DUBAI STORE, TRADELING, TRIDGE are the achievement to develop an start sale
- Operating All online business sale single handedly.
- Completely looking all local purchase.
- Managing Staffs Attendance, Overtime, Incentive, Pay roll, Salaries,

Loan and advances
Handling petty cash expenses fuel, entertainment, loading and challans
Daily DSR & Cash Closing and reporting to the management

ZAMZAM PHARMACEUTICALS

DISTRIBUTION & ACCOUNTS MANAGER

OCT 2014 – NOV 2019

OCT 2014-NOV 2019

- Preparation and monitoring all kind of matters of Distributors such as Quarries of Dispatches from Distributor, Can prepare Delivery Orders, Replenish, Transfer Stock, Discount Claims, maintaining the record of Delivery Challans, Invoices and Distributor's sales record.
- Comprehensive record keeping via software and excel for advance & balance sale, advance & balance supply, credit, hand to hand, marketing support, scheme, commission, incentive, damage, FOC,etc.,
- Fully support companies' team in term of order, payment, inventory, primary & secondary target and market credit Maintain sale record.
- Make issue invoices against all booking and ensure loading route wise accordingly
Fully support companies team in term of order, payment, inventory, primary & secondary target and market credit
- All Import works , making of EIF(ELECTRONIC IMPORT FORM with 100% Cash Margin for bank, All other banking tasks included
- Established a program of OTC (OVER THE COUNTER) SALE,
- Keep record Supplier Invoice Data on timely manner.
- Physically audit all stocks and manage on daily basis to get a appropriate result on month end.
- Manage all stocks on tally with new purchase and stock update on software.
- Highlighting all the slow moving stock and consumes as per company policies.
- Any other duties as may be required from time to time.
- Develop new outlets for company interest for growing maximum sale.
- International correspondence with PRINCIPALS for Orders.
- Completely look after all Accounting Procedures.
- Experienced over accounting software (TALLY).
- Complete correspondence with local purchasers for Development, Payments, and outlets issues etc.

M.A Oil Traders

Self Employed

Sep 2013-OCT 2014

Started my own business of OIL and GAS as retailer and developed new customers to cater energy need of commercial sectors

Mobilink Pakistan

Customer Services Representative

Jan 2010-Nov 2011

Facilitating All Corporate Customers and provide a possible solution of their problems, Selling of Company Products through Phone Calls.

ACADEMIC QUALIFICATION

- MBA University of Karachi (In Process)
- BBA Karachi University (2005-2007)
- HSSC from Govt College for Men Nazimabad