

# Muhammad Sheraz

## ➤ Personal details & Contact Information:

**Mobile:** 00966-597090465

**E-mail:** Sheraz4u75@gmail.com

**Date of birth:** 17/01/1989

**Nationality:** PAKISTANI

**Current Living:** Riyadh, Saudi Arabia

**Iqama Status:** Transferable

**Marital Status:** Married

**University Degree:** Bachelor in Commerce, University of Punjab.

**Year of graduation:** 2010



## ➤ CAREER Objective:

To work in a professional and well-reputed service firm where I can enhance my capabilities by using my end interpersonal skills and abilities. I have also the ability to work independently as well as part of a team.

## ➤ ACADEMIC QUALIFICATION:

Degree	Subject	Year	University/Institution
Bachelor Degree in Commerce (B.COM)	Commerce	2010	University of The Punjab, Lahore
Intermediate Collage (D.COM)	Commerce	2008	University of The Punjab, Lahore
Matric (SSC)	Science	2006	Board of Intermediate and Secondary Education Faisalabad

## ➤ Work Experience (Saudi Arabia):

<b>Organization</b>	Abdullah Hashim Honda Company
<b>Organization Type</b>	Saling of cars, spare parts & services
<b>Designation</b>	Warehouse Supervisor
<b>Tenure</b>	From Jan, 2015 Until Yet.
<b>Location</b>	Riyadh, Saudi Arabia.
<b>Area of Experience</b>	Receiving, Dispatching, Stocking, Stock Maintenance, Transportation, Insurance claim of cars
<b>Operating Software</b>	AQSA & Tab ERP, Al-Raid Plus Solution.



➤ **Work Experience (Pakistan):**

<b>Organization</b>	<b>Interloop Ltd.</b>
<b>Organization Type</b>	Manufacturer of Socks, Towels.
<b>Designation</b>	Finishing Supervisor
<b>Tenure</b>	Feb 2013 to May 2014.
<b>Location</b>	Faisalabad, Pakistan.
<b>Area of Experience</b>	Pressing and packing of socks



➤ **Work Experience (Pakistan):**

<b>Organization</b>	<b>Kamal Ltd</b>
<b>Organization Type</b>	Manufacturer of Textile Fabrics, Garments Products, Importer & exporter
<b>Designation</b>	Assistant Accountant
<b>Tenure</b>	Dec 2009 to Dec 2012.
<b>Location</b>	Faisalabad, Pakistan.
<b>Area of Experience</b>	Debtors & Creditors, Salaries and Cash management, Banking Reconciliation Statements, Data Entry, Quotations, Purchase Orders.
<b>Operating Software</b>	Oracle And ERP soft.



➤ **Work Experience (Pakistan):**

<b>Organization</b>	<b>Kamal Ltd</b>
<b>Organization Type</b>	Manufacturer of Textile Fabrics, Garments Products, Importer & exporter
<b>Designation</b>	Computer Operator
<b>Tenure</b>	Jan 2008 to Nov 2009.
<b>Location</b>	Faisalabad, Pakistan.
<b>Area of Experience</b>	Data Entry, Stock maintain, invoicing, barcode generation
<b>Operating Software</b>	Oracle And ERP



➤ **Computer Experiences & Previous Courses:**

- MS Windows package.
- MS Office packages 2003, 2007 & 2013
- Internet and research Advanced user.
- Advance user for MS Excel 2007 & 2013 / MS Outlook 2007 & 2013
- In page
- Windows installation,
- Internet surfing

➤ **Language skills:**

- English (Excellent written, spoken & read).
- Arabic (Good, written, spoken & read)
- Urdu (Mother, Language)

**Interpersonal skill**

- Adaptability
- Flexibility
- Integrity and initiative
- Good Communication
- Pressure handling

**Areas of Interest**

- Sales/ Marketing/ Accounts
- Banking Sector/ Customer Care
- Event Management
- Finance Department
- Tour Organization

**Administrative skills**

- Can communicate quickly and clearly both orally and in writing.
- Can analyze and interpret information.
- Can work independently as well as in team environment.
- Can coordinate conflicting priorities with tight deadlines.
- Excellent working in an administrative support.

**Thanks for Cooperation.**