

Adnan Mian



Location: **BAHRAIN**

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OBJECTIVE

To secure a career in Administration, Accountant, Business Development, Management & Customer Service in a reputed organization, which appreciates the professional approach and hard work, where I can utilize my knowledge, various skills & experience in contribution towards fulfilling the company's growth objectives, develop my career and excel in the related field.

SUMMARY OF EXPERIENCE

- Objective driven hard worker with strong managerial skills and comprehensive oriented.
- Exceptional adoptability and versatility.
- Superb multi-tasking ability in stressed environment.
- Dedicated and hard working.

ACADEMIC & PROFESSIONAL QUALIFICATIONS

- **B.Com** "Bachelor of Commerce"
- **I.Com** "Commerce"
- **DBA** (Diploma of Associate Engineering in Bio Medical) "Three Years"
- **SSC** (10-Grade)

CAREER HISTORY

Employer	: BAHRAIN ALUMINUMS KITCHEN
Position	: Warehouse Incharge
Period of Service	: May'2011 To Aug'2020
Assignments	<ul style="list-style-type: none">: Executing all the Day-to-Day Stores Function: Maintain Stock Records and looking for the receiving areas.: Overall Supervision and control with regards to store - purchase functions.: Follow-up with the suppliers for day to day requirement, fixing the timing for issue and receiving the materials.: Preparation of GRN & MIN (Good Receipt Note & Material Issue Note) through Material Management.: Monthly End inventory (Tacking physical inventory on month wise) & Keeping all records in stores.: Requisition from various departments & All Kinds of Purchasing and negotiation with all Vendors.: Follow-up with the vendors for timely delivery of material, receiving the material as per company's policies & Standard.: Co-ordination with General Manager & all other colleagues.: Reporting to C.O. (MIS) Daily & Monthly basis.: Handling monthly & yearly stock audits.: Handling all over the warehouse work.

	<p>: Managing warehouse operations and involved in teamwork for the accomplishment of the organizational goal. Coordinate with operational people so that we can achieve our monthly targets.</p>
Employer Position Period of Service Assignments	<p>: DOLPHIN MEDIA CORPORATION</p> <p>: Accountant</p> <p>: Jan. 2007- Aug. 2010</p> <p>: Posting account payable and account receivable and general vouchers in software</p> <p>: Maintain all account's invoice billing manually & computerized</p> <p>: Market research and survey for the channel promotion</p> <p>: Handlings accounts from introduction to sales through</p> <p>: Make postings all types of vouchers in software's.</p> <p>: Create a report with client for further business</p> <p>: Cash dealing for all over the Company.</p> <p>: Preparation of Bank Reconciliation Statements.</p> <p>: Total Channel Advertisement Billing</p> <p>: Issues all Transmission Certificates</p> <p>: Production dealing</p> <p>: Public dealing</p> <p>: Bank dealing</p> <p>: Payroll</p>
Employer Position Held Period of Service Accomplishments	<p>: AL-Mumtaz Medical Hospital</p> <p>: Accountant and Administrator</p> <p>: Sep 2004 to Dec 2006</p> <p>: Keeping the record book of each client for each transaction manually and computerized.</p> <p>: Create good relationship with our Patients and deal sincerely with them.</p> <p>: Total cash dealing at AL-Mumtaz medical.</p> <p>: Create Bills records for out sites panels.</p> <p>: Coordination among the Patient's status.</p> <p>: Public dealing</p>
Employer Position Held Period of Service Accomplishments	<p>: Baqai University and Hospital</p> <p>: Bio Medical Equipment Engineer</p> <p>: Jan 2003 to Aug 2004</p> <p>: I worked in Baqai University & Hospital as a Bio Medical Engineer in Engineering Dept</p> <p>: Maintenance all Hospital Equipments.</p>
Employer Position Held Period of Service Accomplishments	<p>: Electromen Institute</p> <p>: Administrator</p> <p>: Apr 2008 to Aug 2009 (night shift)</p> <p>: Administration work including Cash Dealing</p> <p>: Front Desk & Receptionist</p> <p>: Public Dealing</p>

OTHER PROFESSIONAL COURSES

- MS Office, Word, Excel, Outlook Express, E-mail, Internet, Windows 98 and Windows XP "Computoman Academy of Information"
- A+ Certification "Hardware & Software (Pakistan Navy Engineering College PNS Jauhar & CompTIA U.S.A Certification)
- Six months advance English language course.
- Peachtree & Computerize Accounting.

COMPUTER SKILLS

- MS Word, Excel, Outlook, FrontPage, Access and PowerPoint and etc.
- Windows 2007 & XP, MS Office 2003, 2007 and 2010 comprising

HOBBIES & INTERESTS

Reading, writing, movies, music & photography

PERSONAL STRENGTHS

Friendly and easy going with people, keen observer, fast learner, able trainer & good listener

PERSONAL PROFILE

Ambitious and energetically composed under pressure and get along very well with people at all levels. Possess excellent correspondence & communication skills. Very organized with professional approach.

Date of Birth	: 22 Feb 1984
Religion	: Islam
Marital Status	: Married
Nationality	: Pakistani
CPR NO	: 840244886
Valid Driving License	: Available

REFERENCES

Available upon request