

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 adaptability 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	: 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.

: 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.

Employer : **DOLPHIN MEDIA CORPORATION**
Position : **Accountant**
Period of Service : Jan. 2007- Aug. 2010
Assignments : Posting account payable and account receivable and general vouchers in software
: Maintain all account's invoice billing manually & computerized
: Market research and survey for the channel promotion
: Handlings accounts from introduction to sales through
: Make postings all types of vouchers in software's.
: Create a report with client for further business
: Cash dealing for all over the Company.
: Preparation of Bank Reconciliation Statements.
: Total Channel Advertisement Billing
: Issues all Transmission Certificates
: Production dealing
: Public dealing
: Bank dealing
: Payroll

Employer : **AL-Mumtaz Medical Hospital**
Position Held : **Accountant and Administrator**
Period of Service : Sep 2004 to Dec 2006
Accomplishments : Keeping the record book of each client for each transaction manually and computerized.
: Create good relationship with our Patients and deal sincerely with them.
: Total cash dealing at AL-Mumtaz medical.
: Create Bills records for out sites panels.
: Coordination among the Patient's status.
: Public dealing

Employer : **Baqai University and Hospital**
Position Held : **Bio Medical Equipment Engineer**
Period of Service : Jan 2003 to Aug 2004
Accomplishments : I worked in Baqai University & Hospital as a Bio Medical Engineer in Engineering Dept
: Maintenance all Hospital Equipments.

Employer : **Electromen Institute**
Position Held : **Administrator**
Period of Service : Apr 2008 to Aug 2009 (night shift)
Accomplishments : Administration work including Cash Dealing
: Front Desk & Receptionist
: Public Dealing

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