

AKHTAR JAVAID

Email: nikkachaudry786@gmail.com

Address: Ar Riffa, Bahrain

Phone: 0097333278660



OBJECTIVE:

Seeks a position in your organization in a competitive and challenging environment, this will enable me to utilize my skills and extensive knowledge for the enhancement & success of the organization as well as growth of my career.

PERSONAL INFORMATION:

Father name	:	Javaid Iqbal
CPR #	:	910632332
Marital Status	:	Single
Date of Birth	:	22-06-1991
Nationality	:	Pakistani
Religion	:	Islam
Bahrain Driving license#	:	910632332

EDUCATION:

BS (Business Administration) Specialization in Finance Department.
Virtual University of Pakistan.

EXPERIENCE:

Sales Manager.

Garbo Home W.L.L

Dragon Mall, Bahrain

(2017-2019)

Accountant:

Garbo Home W.L.L

Dragon Mall, Bahrain

(2015-2017)

Assistant Accountant.

Rawalpindi polytechnic institute Chakwal Campus. (2014-2015)

- Daily Reconciliation of Cash statement with general ledger.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Maintains financial security by following internal controls.
- Reporting daily Cash Collection (Inflow).
- Handling the Vendors accounts.
- Preparation of monthly reports of liabilities and receipts.
- Monthly Salary preparation and payment.

SKILLS:

- Strong sales skills with exceptional convincing power.
- Demonstrated ability to sell company products to customers as well as deal with competitive issues.
- Strong computer and phone skills: Able to answer phone calls in good manner, create MS Word documents, Networking, software installation and work in a company created database.
- Outstanding communication skills.
- Able to maintain neat and pleasant personality in a high stress environment.
- Exceptional organizational and time management skills.
- Able to handle numerous tasks.
- Proven ability to think in an anticipatory way, one step ahead of the process.

LANGUAGES:

- English
- Hindi
- Arabic
- Urdu