

Name: AQIB JAVED

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PROFESSIONAL SUMMARY



Trustworthy, focused on honoring company ethics and preserving confidentiality. Successful at managing multiple tasks and consistently meeting deadlines. Exceptional analytical, problem solving and computer skills.

Now looking for a new challenging position, one which will make best use of my existing skills and experience & also further my development.

SKILLS & ABILITIES

Results driven, with a proven ability to Self-manage tasks.

Ability to work under stress

Knowledge of Accounting Operations
Bookkeeping Skills

Self-Motivated
Punctual

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

45 WPM QWERTY Typing
Speed Adobe Photoshop

WORK EXPERIENCE

Work experience **ALSHAMIYA VILLAGE FOR DOCUMENTS CLEARING** as **Documents Clearance Officer** from 02-2-2017 to Date

Brief Job Description

Applying for New CPR and Updating Existing CPR in LMRA Portal.

Applying for new and renewal of VISA. In LMRA Portal.

Applying for changing occupation for a VISA, termination, VISA transfer, Allowing Applying for Mobility, Worker's Runaway.

Pay Billing and Invoices and taking Appointments for Medical and CPR.

Applying for Ministry of Health for Medical Appointment (Regular/Urgent) & Other Govt. Clearance.

Working in SIJILAT for getting electricity bills, CR Details and addresses.

Seven Months of work experience in **Trend Manufacturing Co.** as a **Asst. Accounts Officer** from 20-6-2016 to 2-2-2017

Brief Job Description

Developing Sales Quotation for the Customers.

Making and Developing Invoices and sales receipt for the Customers.

Entering Supplier invoices and cheques in system.

Reconciliation of Supplier's Ledger with Company Ledger.

Making Phone Calls to Debtors for payments and handling issues for delayed payments.

Handling complaints and refunds to customers.

Keeping the record of Employee long term and short-term loans.

Making and distributing of monthly salaries.

One year of work experience in **Pakistan Telecommunication Company Limited (PTCL)** as a **Customer Support Representative** from 16-6-2015 to 8-6-2016

Brief Job Description

Manage large amounts of inbound and outbound calls in a timely manner

Follow communication “scripts” when handling different topics

Identify customers’ needs, clarify information, research every issue and provide solutions and/or alternatives.

Introduce new products and services to the customers.

Build sustainable relationships and engage customers by taking the extra mile

Keep records of all conversations in our call center database in a comprehensible way.

Frequently attend educational seminars to improve knowledge and performance level.

ACADEMIC EDUCATION

Certification / Degree	Institution / University	Major	Passing Year
MBA	University of Sargodha	Finance	Feb 2017
B.com	University of Punjab	Commerce	Sep 2013

PERSONAL PROFILE

Father Name: Muhammad Shafique

CPR & Driving License#: 930334744

Date of Birth: 03-MAR-1993

Gender: Male

Religion: Muslim

Marital Status: Un-Married