



# CURRICULUM VITAE

**Mr. Aamir Farooq**

**2018-2019**

Seeking a challenging career with a progressive organization, which will utilize my skills, abilities, experience and education in well grooming and computer related environment.

**BSc. (Honor) Accounting & Finance**  
**Budieya, Manama, Bahrain**  
**+97334200761**

# **CURRICULUM VITAE**

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## **Career Objective: -**

Seeking a challenging career with a progressive organization, which will utilize my skills, abilities, experience and education in well grooming and computer related environment.

## **Personal Details: -**

▪ Nationality	Pakistan
▪ Date of Birth	06 – 04 – 1983
▪ Marital Status	Married
▪ Religion	Islam
▪ Language	English, Arabic, Urdu, Punjabi, Hindi
▪ Weight	77 KG
▪ Height	6 Feet
▪ Gender	Male
▪ Passport #	BM8960953
▪ Bahraini C.P.R. #	830486720
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▪ Address	The Arabian Horse for Equestrian & Veterinary Services, P.O. Box: 20179, Manama, Kingdom of Bahrain.
	Expiry: - 18 – 05 - 2021

## **Educational Details: -**

➤ BSc. (Honors) Accounting & Finance CGPA 3.03	Virtual University of Pakistan Federal Board, Punjab	2008
➤ FSc. General Sciences & Mathematics 2 <sup>nd</sup> Division	Govt. Inter College, AliPur Chattha Gujranwala Board, Punjab	2000
➤ Matriculation. General Sciences 2 <sup>nd</sup> Division	Govt. High School, AliPur Chattha Gujranwala Board, Punjab	1998
➤ Diploma in Office Management 1 <sup>st</sup> Division	Unique I.T. Home, AliPur Chattha Gujranwala Board, Punjab	2000

## **Technical Educational Details: -**

➤ Diploma in Computer Applications 1 <sup>st</sup> Division	Unique I.T. Home, AliPur Chattha Gujranwala Board, Punjab (MS Office, Net Browsing, Basics of Networking, Internet Utilities, Installation Win98, 2000, XP and all kind of Software installation etc.)	2001
➤ Certificate in Computer Graphics 1 <sup>st</sup> Division	Unique I.T. Home, AliPur Chattha Gujranwala Board, Punjab (In Page, Corel Draw, Photoshop, Scanning, Printing etc.)	2002

## Experienced/Professional Details: -

❖ **Computer Section In-Charge**  
(2 Years)

National Newspapers  
(Daily Khabrein, Musafat, Tehalka)

2001 to 2002

**My Duties: -**

- Identifying errors and omissions in computer section and technically handled down.
- Maintaining and interpreting all computer systems PCs up to dated.
- Employees tasking and assigning work targets.
- All data proof reading.
- Maintains and developing relationships with publishing dealers.

❖ **Sales Executive**  
(5 Years)

Unilever of Pakistan  
Distribution Office, AliPur Chattha

2002 to 2007

**My Duties: -**

**Business to Business (B2B); Handling selling products or services from one business to another.**

- Relationship building
- Researching the market and related products (Competitiveness)
- Presenting the products or services favorably and in a structured professional way face to face
- Develop and check sales budgets
- Analyze how well a business is performing financially.
- Assist management with sales market strategic planning and human resource (HR).

**Business to Consumer (B2C); Handling direct selling to Consumer or end user.**

- Listening to customer requirements and presenting appropriately to make a sale
- Maintain and developing relationships with existing customers in person and via telephone calls and emails
- Negotiating the terms of an agreement and closing sales
- Negotiating on price, costs, delivery and specifications with buyers and management team
- Advising on forthcoming product developments and discussing special promotions and offers
- Liaising with suppliers to check the progress of existing orders
- Checking the quantities of goods on display and in stock
- Recording sales and order information and selling copies to the sales office, or entering figures into a computer system
- Reviewing sales performance, aiming to meet or exceed targets
- Gaining a clear understanding of customers' businesses and requirements
- Making accurate, rapid cost calculations and providing customers with quotations
- Attending team meetings and sharing best practices with colleagues

❖ **I.T. Trainer**  
(3 Months)

Zarai Taraqiati Bank Limited  
Hafizabad & AliPur Chattha Branches

2008

**My Duties: -**

- Technologically and functionally preparation of existing staff of bank.
- Giving fundamental touch of computer related studies.
- Especially MS Office, Internet Browsing and Software installations.
- Making notes on relevant computer educations.

❖ **Accounts Manager**  
(6 Months)

Azam International School & College  
AliPur Chattha Campus

2008

**My Duties: -**

- Prepare financial statements and monthly financial reports for clients.
- Maintains petty cash.
- Records daily basis accounts of books.
- Employees pay roll slips
- Recording of entity's all financial accounts.

❖ **Commerce Teacher**  
(1 Years)

Royal Cambridge School & College 2008 to 2009  
AliPur Chattha Campus

**My Duties: -**

- Teaches the students at inter level.
  - Teaches the principals of accounting
  - Teaches the financial accounting basics
  - Making exams notes to relevant students
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❖ **Territory Accounts & Sales Executive**  
(5 Years)

Pakistan Tobacco Co. Ltd. 2010 to 2016  
Distribution Office, AliPur Chattha

**My Duties: -**

- Create and execute a territory sales plan that meets or exceeds established sales quotas and supports company revenue and profit targets.
  - Optimize business development plan by working closely with assistant sales managers to maximize time in the field and overall efficiency through development and prequalification of leads.
  - Build long-term, productive, and mutually beneficial relationships with existing and new customers.
  - Direct as well as coordinates activities of establishment engaged in sale of goods and services plus supplies and also providing customer services to organization in such fields as food, personal care and beverages services.
  - Plans plus directs sales and services promotions programs to promote new markets improve competitive position in area plus provide fast efficient customer service.
  - Advises customer on types of goods/commodities to purchase, considering such factors as costs, space availability and also intended use.
  - Researching the market performance and related products comparatively in other competitors' commodities in the existing market place.
  - Directs as well as coordinates activities of personnel engaged in sales plus services accounting and record keeping, and also receiving and shipping/delivering operations.
  - Resolves customer's complaints regarding goods and services and supplies.
  - Working on guide line to assisting subordinates team to classify the man power according to sales channel (Urban & Rural areas) or to type of goods and services categories.
  - Supervision eye on all daily accounts regarding sales, purchases, employee accounts and budgeting etc.
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❖ **Accounts Manager**  
(2 Years)

The Arabian Horse for Equestrian Services 2016-2018  
Manama Office, Kingdom of Bahrain

**My Duties: -**

- Prepare financial statements and monthly financial reports for clients/companies.
  - Maintains petty cash.
  - Records daily basis accounts of books.
  - Employees pay roll slips
  - Recording of entity's all financial accounts.
  - Takes order requirements to clients and make sure the deliveries and invoices according to L.P.O.
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❖ **Manager (Financial Affairs)**  
(Current Job)

The Arabian Horse for Equestrian Services 2019  
Manama Office, Kingdom of Bahrain

**My Duties: -**

- Supervision for all task regarding to accounts receivable & accounts payable
- Verifying financial statements and monthly financial reports for clients/companies.
- Supervise to entity's all financial accounts.
- Manage order requirements to clients and make sure the deliveries as per requirements.
- Supervise of daily sales, purchase and export database.
- Assisting to General Manager & Business Development Director