



Faizan Khan

Accounts & Logistic Administrator (Operations Manager)
@ ClockSpring|NRI (BAHRAIN)
(Bahrain Logistic Zone Hidd)

Location : Bahrain
Education : Master's degree in Banking & Finance
Experience : 6years + (Accounts, Administration & Logistics)
Driving License : Bahrain (valid)

Contact : +973-33769354
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Personal Information

Birth Date : 09-08-1990

Gender : Male

Nationality : Pakistani



Skills

Global Shop (SAP) : 2 Years' Experience
(Training in USA and UK)

- Estimating & Quoting Module
- Job Order Processing Module
- Invoicing Module
- Shipping Module
- Inventory Module
- Purchasing Module
- Reporting Module

Tally ERP : 1 Years' Experience

MS Office : 5 Years' Experience



Experience (+6 Years)

1 - October 2017 (Present)

Operations Manager

Company : ClockSpring|NRI (Owned by Wind Point International USA)
Location : Manama Bahrain
Department : Operations Department
Website : www.neptuneresearch.com

Job Duties : Warehouse Management
Office Management
Accounts Receivable (SAP)
Accounts Payable (SAP)
Sale Support Coordination (Account Management) (SAP)
Assistance to Accounts Department in USA
Procurement Planning (SAP)
Inventory Control (SAP)
Property Control
Logistics Activities (Import / Export)
Handling International Shipping (From USA and UK)
Maintain Middle East Sales cooperation
Maintain Filling system
Contacts with clients
Contacts with suppliers
Emails Responding
Other Administrative works

2 - January 2016 to August 2017

Assistant Accounts & Sales

Company : Awan Media Co Wll
Location : Manama Bahrain
Department : Finance & Accounts
Website : www.awanmedia.com

Job Duties : Sales Support Operations
Accounts Receivable
Accounts Payable
Sale Support Coordination
Maintain Filling system
Contacts with clients
Contacts with suppliers
Emails Responding

3 - August 2014 to August 2015

Admin Officer

Company : Khazina Technology
Location : Lahore, Pakistan
Department : Administration

Job Duties : Invoicing
Accounts Receivable
Accounts Payable
Inventory Follow-up
Maintain Filling system
Contacts with clients
Contacts with suppliers
Emails Responding
Making Daily Schedule & assigning duties

4 - January 2014 to April 2014

Internee

Company : Askari Bank
Location : Lahore, Pakistan
Department : Operations
Job Duties : Learn All Banking Operations

5 - December 2011 to September 2012

Admin Officer

Company : Royal Palm Country Club
Location : Lahore, Pakistan
Department : Administration

Job Duties : Accounts Receivable
Inventory Follow-up
Contacts with clients
Emails Responding

6 - August 2010 to August 2011

Assistant Admin Officer

Company : Mega Pharmaceuticals
Location : Lahore, Pakistan
Department : Administration

Job Duties : Accounts Receivable
Orders Follow up
Maintain Filling system
Contacts with clients
Making Daily Schedule & assigning duties



Education *MBA (Banking & Finance)*

Degree : Master's in business administration
Location : University of Punjab (Lahore, Pakistan)
Completion : February 2014
Grade : 72%



Languages

Language : English
Level : Expert
Speaking Experience : 7years