

Rahil Najam

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Date of Birth: 09th July, 1980

Marital Status: Married with 2 children's

Notice Period: Can join on immediate basis

Reference: Available upon request



PROFESSIONAL PROFILE

I am an enthusiastic and dedicated professional with extensive experience across all facets of **Administration, HR & Finance**. I enjoy being part of, as well as leading, a successful and productive team. I am quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. I am able to work well on my own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines.

A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment. I am able to develop and motivate others to achieve targets. I can demonstrate a strong ability to manage projects from conception through to successful completion.

I value loyalty and long-term relationship, which is evident from my first experience in Middle East i.e. more than a 5 years tenor with *GMG Group (Bahrain)*. I am now looking to progress in a challenging role within a market-leading organization without limiting to any specific industry.

CAREER SUMMARY

Aug'2015-2020

GMG Group (Kingdom of Bahrain)

(Gulf Marketing Group is a UAE based retail Industry)

Central Administrator – Human resource & Finance

- Checking cash sales and exchange into local currency.
- Depositing cash sale to the concern bank with secure system.
- Preparing daily cash sale tracker for senior operation team in UAE.
- Sending daily sale report to finance dept. (H.O)
- Preparing store petty cash claims and sending to finance for reimbursement.
- Preparing and sending staff attendance & OT sheets to the payroll dept. (H.O)
- Maintaining staff annual leave, sick leave record.
- Procurement of book printings and stationaries items according to needs.
- Seeking of market for the outsource manpower in competitive way.
- Communicating for travel claims payments.
- Requesting for approvals of expenditure for operational expenses.
- Reconciling statement of accounts for the corporate suppliers.
- Submitting utility bills....like landline, internet, electricity & water for payment.
- Book cheques payments for the corporate business clients.
- Live GL posting & entries in the SAP.
- Mall management utilities and rental payments.
- Payroll coordinator for any discrepancies regarding staff attendance & time management.
- VAT (Value Added Tax) reconciling & return feedback.
- Lease & insurance for the outlets/showrooms.
- Commercial business license renewals.
- Monitoring shipping activities, import & export documentation.
- Monthly financial spot check & accountability.
- Contributing internal audit & asset assurance program.



Mar'2013-Aug'2015

Haji Gallery (Kingdom of Bahrain)

(Majeed & Mohamed group of companies for Marble, Tiles & Interior Designers)

Company Brand & Identity Designer



- Task to consult & provide analysis, solutions, and general marketing expertise to help Company successfully sell their products.
- I have typically work for management consulting firms or advertising agencies and interact With a client company brand managers or marketing executives.
- Responsibilities are included with WEB DEVELOPMENT & 3D DESIGNS, PRINT MEDIA.
- Creating business profiles according for the company requirements.
- Development and implementation of interior designing based Work Process for the project departments.
- Proposed layouts for constructive building's interior or exterior works.
- Providing solutions and skill work for international exhibitions in all over GCC.
- Online purchase & shopping solutions for convenient business.

Brief History of Previous Jobs

2009 – 2013

Babul Harmain Travels

Corporate Travel Manager

- Managing domestic and international travel plans.
- Day to day visa & hotels operations
- Correspondence with foreign travel operators.
- Accounts management, ledger & trail balances.

2002 – 2009

Dar Al Salam Travels (Karachi, Pakistan)

Manager Operations Hajj & Umrah



- Professional work in travel & tourism sector, which promote and sell holidays products.
- Hajj & Umrah Visa process with large number of clients productivity.
- Tour packages solutions.
- Correspondence with local and foreign GCC travels agents.

2000 – 2002

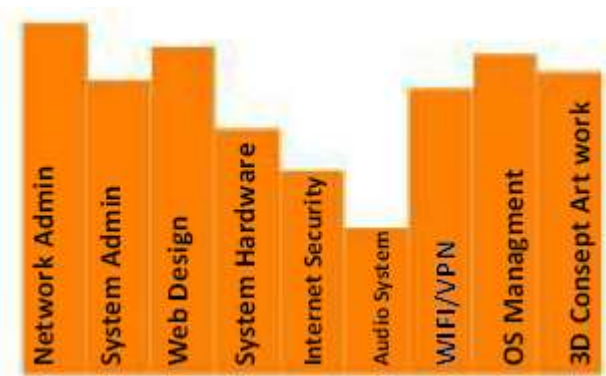
Jaffer Brothers PVT (Karachi, Pakistan)

Data Entry Operation & QC (NADRA PROJECT)



- Key Responsibilities included collecting and entering data in database and maintaining Accurate records of valuable company information.
- Task has essential data entry skills, like fast typing with an eye for details.
- Offline and online multiple data entries in Urdu & English.
- Quality control of data sheets and make corrections.

Key I.T Expertise



Academic Qualifications

- Diploma in Information Technology – NCR Education.
- Diploma in Computer Science – Petroman Institute.
- Bachelors – Karachi University

Skill Certifications

- Computer system hardware.
- Web & Graphics designing.
- Ms Office, system administration.
- Certified in Electronics

Personal & Social Information

- *Rahil Najam*
- *CPR – 800760832*
- *Passport – AF9556491*
- *Current Living – Manama, Kingdom of Bahrain*
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- *Facebook – facebook.com/rahilkhan.s*
- *Languages – Urdu and English*