**CURRICULUM VITAE**

 (Last Updated: 01-DEC-19)

Name: ***Qasim Zargham***

D.O.B: 27th October 1989

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Marital Status: Single

Nationality: Pakistan

Languages: English (good), Urdu (good), Arabic (Average)

Visa Status : Visit visa

Valid UAE Driving License

 **CAREER OBJECTIVES**

I want to seek a responsible and challenging position in an environment where I can make a positive contribution, build upon the knowledge and skills I have acquired through my experiences and Business related education.

 **JOB ACHIVEMENT**

**Dnata, Emirates Group February 2016-----July 2019**

**Admin Assistant**

**Job Responsibilities:**

* Allocating support staff to the teams for safe on time flight handling.
* Allocating devices and equipment to staff.
* Checking equipment after and before receiving.
* Preparing overtime sheets of the staff.
* Providing the teams their respective loading instructions and arrival plans.
* Assisting the supervisors for the smooth running of flight operations.
* Distributing uniform accessories.

**Spring Water Al Ain U.A.E. August 2014-----January 2016**

**Store In charge, Cashier & Assistant Accountant**

**Job Responsibilities**:

* Exercise general control over all activities in Stores Department.
* Ensure safe keeping both as to quality and quantity of stock.
* Maintain proper records.
* Check and receive purchased materials forwarded by the receiving department and to arrange for the storage in appropriate places.
* Check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues.
* Initiate action for stoppage of further purchasing when the stock level approaches the maximum limit.
* Maintain Standards according to the rules & regulations of Govt. Departments.
* To collect cash from the sales team and handing over to the Accountant.
* Preparing daily Sales report for accounts department.
* Maintaining credit records & credit reports.

**MIH B M & Metal Fabrication works Al Ain January2014-----July 2014**

**Sales coordinator**

**Job Responsibilities**:

* Looking after sales of ductile iron items manholes, gratings, gully traps etc.
* Attending meetings and sending quotations.
* Co-ordination with Supervisor and Foreman for the jobs done and production in progress.
* Updating clients on regular basis through existing clients by providing efficient after sales service and on call service.
* Taking care of payment collection from clients
* Daily job order analysis, work allotment on priority basis.
* Looking after sales & supply of Stainless steel items, ss manholes, ss gratings, ss floor trap etc.

 **Comforts Inn, Pakistan July 2012------December 2013**

 **Administrator**

 **Job Responsibilities**:

* Handling and writing cheques.
* Receiving and processing all invoices, expense forms and requests for payment.
* Verifying calculations working with the Accounts system.
* Managing petty cash transactions.
* Answer telephones and transfer to appropriate staff member.
* Meet and greet clients and visitors.
* Create and modify documents using Microsoft office.
* Maintain hard copy and electronic filing system.
* Provides information by answering questions and requests.
* Prepare documents and reports on the computer.

 **EDUCATION**

**University Of Punjab**  2010 ---------- 2012

Bachelors of Commerce

 (Financial Accounting, Cost Accounting, Business Law, Tax Law)

**BISE Sargodha 2008** --------- 2010

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| Intermediate of Commerce(Accounting, Economics, Commerce)**BISE Sargodha 2006** --------- 2008Matriculation(Science) |

 **SKILLS**

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| **Computer:** | * Hardware.
* Software.
* Trouble Shooting.
* Ability to provide Internet and E-mail support
* .
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| **Operating Systems:** | * Windows 10/8/7/2000/XP/2004
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| **Miscellaneous Software:** | * MS Office, E-Commerce, Networking
* Ability to learn and handle companies personal software
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 **STRENGTHS**

* Confident, diligent, regular & punctual.
* Pleasant personality, customer oriented, systematic and extremely organised.
* Strong communication and interpersonal skills, fast learner.
* Excellent command of English, both written and verbal.
* Can Work comfortably in team.

 **Activity & Interests**

* My main hobby is computing, workout, playing Basketball, Table Tennis & Cricket. I also like to use the Internet for entertainment, research and educational purpose.
* My other interests include going out with my friends, adventure, travelling, and meeting new people.

 **REFERENCES**

 Reference will be furnished on request.