**Muhammad Imran**

**H# 20 St # 25-A Wah Model Town Phase 2 Wah cantt**

**emran\_wah@yahoo.com**

**(092) 315-7576774**

To obtain an executive management position within a growth oriented, progressive company. I want to apply my business development skills to an environment where they will make a significant impact on the bottom line. The ideal atmosphere would be entrepreneurial and one in which new ideas and development are welcome and decision making is required

EMPLOYMENT:

**Recent:**

24-01-2016 to Till Now

Manager (Accounts)

Hill View Housing Scheme Taxila Cantt (Pakistan)

15.10.2015 to 23-01-2016

Assistant Manager (Admin & Finance)

Hill View Housing Scheme Taxila Cantt (Pakistan)

**RESPONSIBILITIES AND DUTIES (Admin):**

* Monitoring inventory, Machinery, office stock
* Maintenance and Overhauling Of Machinery and records about all items
* Updating & maintain the Job Roaster holiday, absence and training records of staff
* Creating and modifying documents using Microsoft Office
* Marketing Responsibilities (making pena flex, hoarding boards, Adds in Daily newspaper, cable and social media
* Coordination with courier services
* Coordination with Property Dealers and Zameen.com personnel and other business magazines and journals personnel
* Setting up and coordinating meetings and conferences

**RESPONSIBILITIES AND DUTIES (Accounts & Finance):**

* Prepare financial records and reports
* Making Reports such as development expenses, operational costs and profits
* Identifying and promoting cost analysis
* Daily inputting of sales & purchase invoices to the financial system
* Processing of sales invoices and expenses
* Providing accurate financial information to colleagues and senior managers
* Dealing with banks and financial institutions
* Payments according Land Purchasing and Equipment purchasing
* Describing project cost and supervised office colleagues

**History:**

18.05.2009 to 02.06.2015

Procurement Officer

Nous Internationals Pakistan

**RESPONSIBILITIES AND DUTIES (Procurement):**

* Responsible for Order Placement Timing, Supply, and Supplier Performance.
* Continuously monitoring, evaluating and improving supplier performance.
* Sourcing the most affordable materials for the companies.
* Reviewing tenders and bids.
* Controlling the purchasing budget.
* Monitoring delivery times to ensure they are on time.
* Ensuring the adequate supply of all required materials, components and equipment.
* Delivering cost savings for the company.
* Managing the procurement supplier relationships for the company.
* Resolving disputes and claims with vendors and suppliers...
* Developing relationships with distributors.
* Involved in selling off, damages, inventory and stock.

**RESPONSIBILITIES AND DUTIES (Finance):**

* Identifying and promoting cost
* Daily inputting of sales & purchase invoices to the finance system
* Processing of sales invoices, expense & credit card claims
* Providing accurate financial information to colleagues and senior managers
* Identifying areas for cost cutting and improvement.
* In charge of managing and supporting the ledger team
* Identifying areas for cost cutting and improvement

**History:**

21.02.2005 to 31.08.2007

Assistant Manager Administration

Med Lab Services Pakistan

EDUCATION:

**Master's Degree in Finance (M.B.A):**

University: International Islamic University Islamabad

Major**:** Finance

**Bachelor's Degree in Commerce (B.Com):**

University:University of Agriculture Faisalabad

Major:Accounts & Commerce

COMPUTER SKILLS:

* Word Processor: (MS Word), Spread Sheet: (MS Excel), Presentation: (MS Power point)
* Peach Tree
* Windows XP & software installation and configuration
* Internet, E-Mail

PERSONAL INFORMATION:

* Father’s Name: Muhammad Rafique
* Present Address: H# 20 St# 25-A Wah Model Town Phase2 Wah cantt
* CNIC: 37406-4122506-5
* Passport: FP1225061
* Domicile: Punjab (Pakistan)
* Voice: (092) 315-7576774
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