

Danish Sabir

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Objective

To seek challenging avenues where my potential aligns with the organization's growth and strength, I expect to make a positive contribution to the organization.

Education

- SSC 2003 - Pakistan

Diploma/Certificate

- Diploma in office management (MS word, MS excel, MS power point, Typing, Internet concept & emails)
- Diploma in graphic applications (Adobe photoshop, Inpage)

ERP Software Skills

- 5 Years of work experience in (Zoho Books)
- 3 Years of work experience in (Odoo)

Work Experience in Saudi Arabia

- Worked as operations coordinator with Awad Logistics - 2014 to 2016
- Worked as a data entry clerk with Awad Logistics - 2017 to 2019
- Worked as a cashier with Awad Logistics - 2020 to 2021
- Working as an account assistant with Awad Logistics - 2022 to present

Duties & Responsibilities

- Client services and coordination
- Upon receiving the order, assign a job number to each activity
- Collection and recording of data relevant to operational activities
- Provision of records to the invoicing department to raise the invoices to clients
- Cash disbursement to drivers for long haul trips allowances
- Creation of purchase orders, Bills, and inventory in ERP software
- Verification of inward invoices from suppliers/vendors for purchasing/outsourcing and submission to the finance office, and follow ups for the release of payments

Personnel Attributes

- Confident to work independently and as a team member
- Having extensive knowledge of transportation, Data entry, Accounts, and Computer
- Excellent communication skills
- Motivated and hardworking, Ability to lead well
- Quickly adjustable to any type of environment
- Enjoy experimenting new things

Personnel Profile

DOB: 20/11/1985, **Nationality:** Pakistan, **Marital Status:** Married, **Religion:** Islam, **Languages:** Urdu, English, Arabic