

CURRICULUM VITAE

S.M. FAYYAZUDDIN

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OBJECTIVE

Work in a competitive sales environment in which focused application of Sales / Marketing skills will achieve success and even exceed the organization's sales goals and objectives.

STRENGTHS

Self-starters – Responsible and self-motivated with positive attitude and tolerance.
Strong organizational and time management skills.
Thinks strategically and analytically, multitasks and prioritizes.

EXPERIENCE

GI Engineering Contractor & Suppliers Karachi. March.2016 to Dec. 2019

Designation: Marketing & Sales Person
Performing following tasks

Checking and Certify Payment certificates for sub contractors and suppliers.
Issuing purchase orders for suppliers.
Maintaining site cost ledger.
Reconcile the parties accounts with site cost ledger.
Preparing daily Labour, Plant from daily construction report.
Preparing the monthly project reports.
Operating of system; creating Purchase Requisition, Service Entry Sheets,
Client's billing documents etc.

COMPUTER LITRECY

M.S. OFFICE 2016

Web Designig & Development From Apptech. Continue
ERP System From NUST.

ACADMIC QUALIFICATION TECHNICAL QUALIFICATION

Passed the Secondary School Examination

Passed the DAE in Information Technology.

GRADUATION

BSCS in Computer Science Final year

Father's Name: SM Shahab uddin (late)

Martial Status: Single.

Nationality : Pakistan.

Language : Fluent English, Urdu.