

# MUHAMMAD KASHIF JAVED



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Address: Madina Colony Kamalia, District Toba Tek Singh, Punjab, Pakistan.

## Objective

Aim is to provide prompt and efficient support to Project team with my Interpersonal skills and professional experience. I would be an asset to the organization I would work for. Positive attitude, responsibility, team making and commitment are my strengths.

## Educational Qualification

- MSc (Economics) BZU Multan (2018)
- B-ED (Bachelor in Education) - A.I.O University (2013)
- Office Management Certificate-ACTMA Lahore (2012)
- B. Com (Bachelor in Commerce) - Punjab University Lahore (2007)
- I.C.S (Intermediate in Computer Science) - B.I.S.E Faisalabad (2005)
- Matriculation (Science) - B.I.S.E Faisalabad (2003)

## Experience in Pakistan

### **Accountant (Officially) Site Incharge (Additional Charge)**

Attock Petroleum Ltd.

(2 COCO Sites M-3 Motorway Lahore) from (25-10-20 to Date)

## Job Description

- Train Service Station Staff Daily
- Assign, schedule and monitor the tasks of service station
- Maintenance of Janitorial Items Consumptions & Bank Deposit
- Greet and receive customers and guests in a courteous manner
- Answer and resolve customer needs and objectives
- Ensure joyous experience to customers and guests through cool pleasant services
- Maintain inventory controls of materials, items and products
- Maintain Forecourt Area Neat & Clean
- Maintenance & Cleaning of Greaves / Genset
- Housekeeping & Maintenance of Executive & Public washroom
- Emergency Response Plan Training to staff with assigning duties
- Maintain Daily Attendance of Staff & send to HR
- Prepare Gain & Loss Sheet on daily Basis & send to HO
- Preparing Monday List Included Safety Inspection & Maintenance Issues weekly basis & send to HO
- Preparing Breakup Sheet Sale wise for Record
- Maintain Petty Cash & Genset Register on daily basis
- Maintain Electric Meter reading register on daily basis
- Prepare Petty Cash Reimbursement on Monthly basis & send to Head Office
- Preparing Generator fuel & working Hour Report on Monthly basis & send to Head Office
- Preparing Electric bill & Nfr Bills Report on Monthly basis & send to Head Office
- Keeping Security Guards Record
- Maintain Record of STN (Stock transfer Note) & STN Lubricant
- Working on E-suite System
- Working on Site Management system (SMS)

- Monthly closing Alfalah & Attock Fleet Card Reconciliation
- Update daily, weekly & monthly sale to Head office
- Check & Verify Daily Log Sheet, Wet Stock Management (WSM) & Lubricants.
- Making System Entries on Daily Basis
- Daily checking Cashier Register
- Submitting Cash to Bank on Daily Basis
- Reconciling Data on Daily Basis

## **Experience in Pakistan**

**Accountant** in Chaudhary Enterprises (Poultry) from (2017 to Oct 2020)

### **Job Description**

- Maintaining all Record of daily entries manually & Systematically
- Working on Cash Counter
- Online Transfer funds
- Reconcile Bank Entries

## **Experience in Saudi Arabia**

### **Administration Secretary**

from 2014-2017 Project Name - PP10

Combined Cycle Power Plant.Company - Arabian  
Bemco Contracting CO. LTD.

### **Job Description**

- Maintaining Manpower (350) all issues HR Related
- Preparing Salaries
- Transfer Funds
- Daily Attendance
- Medical, Casual & Annual Leaves
- Individual Insurance
- Contract Air Tickets
- Re-entry Clearance
- Accommodation Clearance
- Employee Id's
- Making RFI's (Request for Inspection) & Drawings
- Welding & Fit-up RFI's
- Insulation & Cladding RFI's
- Preparing Drawings
- Attaching ITP's (Inspection & Test Plan)
- Planning & Progress repots
- 3 Week Look Ahead Report
- Level 3 Reports
- Cost Control Department Reports
- Daily Equipment Time Allocation Sheet
- Daily Manpower Time Allocation Sheet
- CSS & AS Report (Construction Support Services & Auxiliary System)

## **Experience in Pakistan**

### **Manager (Sales & Recoveries)**

**Chaudhary Enterprises (Poultry) Kamalia from (2008 to 2014)**

## **Job Description**

- Achieving growth and hitting sales targets by successfully managing the sales team
- Designing and implementing a strategic sales plan that expands company's customer base
- Hit sales targets by successfully managing the sales team
- Build and promote strong, long-lasting customer relationships by partnering with them
- Present sales, revenue and expenses reports and realistic forecasts to the management team
- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories and projecting expected sales volume and profit for existing and new products.
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Contributes to team effort by accomplishing related results as needed.
- Online Banking Transactions
- Handling Recoveries
- Reconciliation of Customer Ledger
- Managing all the issues related to Staff
- Preparing new Proposal to expand the sale

## **Computer Skills**

- MS Office 2016
- Emailing
- Internet Surfing
- Printer
- Scanner
- Windows Troubleshooting

## **Personal Profile**

- Date of Birth - 29-12-1986
- Marital Status - Married
- Nationality - Pakistani
- Languages Known - English, Urdu, Punjabi and Arabic.