

Professional Resume.
Mr. Kamran Abbasi.
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Career Objective;

"To seek a challenging task in a reputed organization offering opportunities for personal growth & career development & to deploy my acquired knowledge and God gifted Skills in a way that bring positive outcomes to the organization prosperity".

Experience;



Work

1. ROCK FORT TRADING & CONTRACTING (W.L.L)

Doha, Qatar

Designation: General Supervisor - Present

2. BLUE TOUCH TRADING & CONTRACTING

[Doha Qatar]

Designation: Sales Executive **Time Period:** (1st March, 2018 to 31st March 2021)

3. NESTLE PAKISTAN.

Designation: Sales Executive **Time Period:** (1st Feb, 2016 to 2nd Oct, 2017)

Brief job description:

- Organizing sales visits, and personal visits to different shops.
- Driving experience with Qatar Driving License more than 2 Years.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.
- Reviewing sales performance.
- Negotiating contracts and packages
- Aiming to achieve monthly or annual targets.

3. SOCIAL INNOVA WORLD.

Designation: Accounts cum Admin officer.

Time Period: (1st Dec, 2014 to 30th January, 2016)

Brief job description:

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Completing purchase orders.
- Completing bank reconciliations.
- Managing company ledgers.
- Processing business expenses.
- Verifying balances in account books and rectifying discrepancies.
- Verifying bank deposits.
- Managing day-to-day transactions.
- Recording office expenditures and ensuring these expenses are within the set budget.
- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Manage agendas/travel arrangements/appointments etc. for the upper management.

- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

4. HABIB LIMOUSINE , DOHA, QATAR

Designation ; Driver - Time Period : One Year

Educational Background;

University of the Punjab, Pakistan.

- Bachelor in Commerce (**B.com**) Sep-2014.

Punjab College of Commerce, Pakistan.

- Intermediate in Commerce (**I.com**) May-2012.

Computer Skills;

- Ms Word.
- Ms Excel.
- PowerPoint.
- QuickBooks.
- Peachtree.

Excellent proficiency

Key Competencies;

- Interpersonal Skills.
- Communication skills (verbal and written).
- Active Listening Skills.
- Problem analysis and problem solving.
- Customer service orientation.
- Adaptability, Initiatives, Stress tolerance.
- Time management.

Personal Information;

- **Father Name:** Fazal ur Rehaman.
- **Date of Birth:** 23rd Feb, 1991.
- **Nationality:** Pakistan.
- **Religion:** Islam.
- **Gender:** Male.
- **Passport No:** CN1014932 (valid up to 3rd Sep, 2025)
- **Visa Status:** Work Visa (Valid till 18 dec 2023)
- **Marital Status:** Single.
- **Languages:** English, Arabic, Urdu.

References;

 Will be furnished upon request

