

Abdul Rauf
0330-5900131
House # I-C-459, Near Abdul Qadir Park
Manuabad, Nawabshah

Objectives:

Being a creative and enthusiastic person, seeking a job in a dynamic organization, where I could realize my full potential in the field of administration, logistics, account, marketing and Information Technology and contribute tangibly towards company's goals.

Qualification:

| <u>Sr.#</u> | <u>Examination</u> | <u>Division</u> | <u>Year of Passing</u> | <u>Institution</u> |
|--------------------|---------------------------|------------------------|-------------------------------|---|
| 1 | BS (CS) | 1 st | 2007 | Quaid-e-Awam University of Engineering Science & Technology Nawabshah |
| 2 | B.A (Economics) | 2 nd | 2004 | University of Sindh Jamshoro |
| 3 | H.S.C | B Grade | 1999 | B.I.S.E Hyderabad |
| 4 | S.S.C | B Grade | 1997 | B.I.S.E Hyderabad |

IT Related Training:

- One year Diploma in Information Technology from (S.B.T.E)
- One Year Diploma in MS Word, Excel & Power Point, Fox Pro, C++ from (C.C.T.C)

Computer Literacy:

- Having Expertise in MS Office and compose urdu letters using Inpage software
- Having ability to develop software and games in C++ & Visual Basic
- Web surfing to keep myself in touch of latest up gradations in my specific field

Thesis / Project:

I Worked on Designing, Planning & Optimization of Cellular Battery Phone Network along with my group as thesis of my BS (CS) Degree.

General Interest:

- Constantly engaged in personal skill developing activities
- Reading books and newspapers
- Net surfing
- Sports

Languages:

| | <u>Read</u> | <u>Write</u> | <u>Speak</u> |
|-----------|--------------------|---------------------|---------------------|
| ➤ English | Fair | Excellent | Fair |
| ➤ Urdu | Excellent | Excellent | Excellent |
| ➤ Sindhi | Fair | Fair | Fair |





Professional Experience:

Working with UFONE (Pak Telecom Pvt Ltd) as "U Shop Sales Officer" from 21st January 2019 to date at Nawabshah.

Worked with ATEC Solution (Pvt) Ltd (Valvoline Lubricant) as "Territory Sales Executive" from 22nd December 2016 to 31st December 2018 at Hyderabad Zone.



Responsibilities:

- ✓ To make plan achieve monthly target
- ✓ Stall activity twice in a month
- ✓ Analyze data of retailer for increasing sale
- ✓ Market survey regarding competitor activity
- ✓ Serviced cover (Hyderabad, Nawabshah, Moro, Sehwan)



Worked with Petromin Pakistan (Pvt) Ltd (Lubricant) as "Area Sales Executive" from 13th June 2016 to 31st December 2016 at Nawabshah.

Responsibilities:

- ✓ To make strategies for achieve monthly target
- ✓ Categories the data of retailer for achieving target
- ✓ Market Survey regarding competitor activity
- ✓ Territory visit (Nawabshah, Moro)



Worked with Ufone (U-Paisa) as "Area Retail Manager" from 10th September 2013 to 31st May 2015 at Nawabshah.

Responsibilities:

- ✓ To make plan achieve monthly target
- ✓ Analyze data of retailer for increasing sale specially Money Sending
- ✓ Advocacy & Educate to Sale team (Franchise Staff & Retail Sales Officer) new company policy and promos
- ✓ Market Survey regarding competitor activity
- ✓ DR Sending
- ✓ UBP
- ✓ Mobile Wallet Accounts
- ✓ Last Month Sending Target Achievement 107%
- ✓ Territory Covered (Nawabshah, Moro, Dadu, Shah Pur chakar)





Worked with Telenor Franchise as “Franchise Manager” from 1st April, 2013 to 9th September 2013 at Nawabshah.

Responsibilities:

- ✓ Make plan to achieve monthly target
- ✓ Distribute target between S&D & RSO’s
- ✓ Reporting TSS & CSD through e-mail
- ✓ Analyze data of retailer for increasing sale
- ✓ Educate to Sale team new company policy and promos
- ✓ Market Survey regarding competitor activity
- ✓ FCA, Postpaid, Recharge, MNP, VAS
- ✓ DR Sending
- ✓ UBP
- ✓ Mobile Wallet Accounts



Working with UFONE as “Merchandising Audit Officer” from 1st September, 2009 to 31st March 2013 at Nawabshah.

Responsibilities:

- ✓ Daily Market Visit for Pasting Posters
- ✓ Daily audit of 40 shop regarding our products
- ✓ Daily sending merchandising & audit report to regional office
- ✓ Create new shop / outlets
- ✓ Stall activity



Worked with DADABHOY Insurance Company as “Accountant” from 1st May 2008 to 30th August 2008 at Head office Karachi.

Responsibilities:

- ✓ Prepare General Insurance Policies
- ✓ Prepare Petty Cash on daily basis
- ✓ Prepare ledger book manually as well as on the computer.
- ✓ Prepare commission for agent & franchise
- ✓ Prepare Salary Scroll on 25th of every month
- ✓ Handle all the bank related problem
- ✓ Prepare Balance Sheet
- ✓ Prepare Profit & Loss Statement
- ✓ Prepare Cash Flow Statement.





Worked with Engro Foods Limited as "Assistant Admin & Accounts Officer" From 1st August 2006 to 30th April 2008 at their area office Nawab Shah

Responsibilities:

- ✓ Record financial traction on daily basis, in computer (MS Excel).
- ✓ Record raw milk purchase on daily basis in MS Excel Sheets
- ✓ Record raw milk Purchase on daily basis in Oracle based software "Milk Collection System" MCS
- ✓ Prepare loss and gain report on daily basis
- ✓ Prepare monthly delivery schedule of commodities and vehicles for processors
- ✓ Maintain Daily Expense Sheet (DES)
- ✓ Prepare petty cash disbursed voucher (PCDV)
- ✓ Prepare Salary Scroll on 20th of every month



Worked with Global Telecom Pvt Ltd as "Accounts Officer" from September 2004 to April 2006, at their Nawabshah Branch.

Responsibilities:

- ✓ Record financial and cash traction on daily basis, both manually as well as in computer (MS Excel).
- ✓ Regularly update record of funds in bank and cash in hand
- ✓ Record Calling Card Sale on daily basis, both in MS Excel Sheets as well as in the Oracle based software "Electronic Management Information Report" EMIR
- ✓ Raise next month's requirement of funds on head office
- ✓ Prepare monthly Commission of Sales officer & Dealers
- ✓ Prepare monthly Combine Budget.
- ✓ Keep a record of payables and receivables
- ✓ Distribute salaries to staff and keep a record of it

Personal Details:

| | | |
|----------------|---|--|
| Fathers Name | : | Muhammad Hanif |
| Address | : | House # I-C-459, Near Abdul Qadir Park, Manuabad, Nawabshah |
| Cell | : | 0330-5900131 |
| E-mail | : | raorauf@hotmail.com |
| Marital Status | : | Married |
| Date of Birth | : | 05 th January 1982 |
| N.I.C # | : | 45402-4512409-1 |

References:

Other references will provide on your requirement

