



SAJJAD HUSSAIN AWAN

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Summary

Forward-thinking and have a knowledge of information technology, offering extensive knowledge of administration of organization and sales KPIs, successful at reporting techniques, knowledge about accounts and taxation specially in Sales Tax (FBR, IRIS). Through these qualities, I have confidence in my ability to facilitate, positive change and collective effort.

Skills

- Full use of information technology and team management.
- Strong organizational and prioritization skills along with keen attention.
- Control the expenses and update all accounts and reconcile.
- Good interpersonal and organizational skills, with an ability to work both independently and collaboratively.

Experiences:

GOODLUCK TRADING CO:

Distributor of Colgate-Palmolive Pakistan Ltd

Date: November 2000 to CURRENT DATE)

Job Title: Distribution Manager (Accountant) and IT in-charge

Tax Responsibilities

- Entertain registered customers according to their purchase with the Sale Tax
- Upload complete transection (monthly) record with the every invoice entry.
- Properly check Sale Tax input (Annex-A) and output (Annex-C)
- Cross check purchase record with the input tax on the FBR portal.
- Generate tax challan and submit in the bank timely.
- Generate withholding tax challan and properly claimed.
- Sale Tax returns submission before the due date.

Accounts Responsibilities

- Ensuring the accuracy of financial documents, as well as their compliance
- Preparing and maintaining important financial reports
- Preparing tax returns and ensuring that taxes are paid properly and on time
- Evaluating financial operations to recommend best choice identify issues and strategize solutions.
- Offering guidance on cost reduction and profit maximization
- Generating pay slips with the cross check of employees attendance
- Generate employees Incentive reports against the target achievement.

- Distributor ROI, KPI and channel wise growth and credit reports generation.
- Claims generation and timely submission to the Zonal Office.
- Properly check sales and purchase invoices entry in SnD system.
- Update credit-debit record of organization with the company.
- Update credit-debit record of the customer and make timely recovery.
- Update and calculate complete assets record and complete investment.
- Conducting forecasting and risk analysis assessments
- Daily reporting to the concern person.

Other Responsibilities

- Smooth running of Sales and Distribution Software (SnD System)
- To checkout computer performance, computer's network and responsible for the software updates
- Highlight the SnD (Software) and market issues.
- Backup generation of record for security purpose.
- Market visit and strong relation/communication with the customers.
- Stock inventory control and generate purchase order
- Primary (Purchase) and Secondary (Sale) target achievement.
- Target splitting and handling with the order booker.
- Update Excel Sheets, for Order Booker Targets, Customer Targets, Distribution Targets
- Generate Focus Brands and Focus SKUs target reports.
- Maintains administrative staff by recruiting and training employees.
- Team management and maintaining a safe and secure work environment.

Subhash Educational Complex:

Dates: November 2008 – Present

Job Title: Network Administrator

Keep computers and network performance in good condition and checkout computer software execution on daily basis and give trouble-shooting services, update Antivirus daily basis and teach advanced courses of Network and Hardware and try to get students satisfaction. Update database and accounts on a daily basis and give Team management and maintaining a safe and secure work environment.

Cosmos Institute of Computer Science:

Dates: September 2003 – November 2008

Job Title: Network & Hardware Instructor

To maintain the lab and give opinion for better lab response, weekly checking of system performance and give trouble shooting services. Teaching Network and Hardware Advance courses and getting student satisfaction.

City Computer College, Peshawar Pakistan:

Dates: June 1997 – October 2000

Job Title: Computer Instructor

To give guidelines to the other teachers and solve their problems and Teaching Short courses (MS Office, CoralDraw, Adobe packages, Inpage, FoxPro etc.) and try to make students' presence regular in their class and get feedback from students.

DIPLOMA COURSES:

Information Technology (DIT)

Board of Technical Education &
Skill Development Council

Business Administration

Skill Development Council

NGO Management

Skill Development Council

Human Resource Management

Skill Development Council

CERTIFICATION:

Certificate of Teaching (CT)

Skill Development Council

Electronics

One-year certification from
Government Technical Training Centre

COMPUTER SHORT COURSES:

- **Network**
CCNA, MCSE
- **Hardware**
Physical Installation, Partitioning, OS Installation, Troubleshooting,
- **Languages**
Oracle, Visual Basic, MS Access, Html, FoxPro, Dbase
- **Operating System**
Windows Server Edition, Windows Client Edition, Linux, Dos
- **E-Commerce**
HTML, Dream Weaver, Flash, Adobe Photoshop
Java Script, CSS, ASP
- **Other Courses**
MS Office, English Language Course,

SPECIALITIES:

- **Sale Tax**
From upload invoice to submission of return.
- **Accounts**
Update accounts ledger and maintain the accuracy
- **Network**
LAN Administration, Control of Server and client.
- **Hardware**
Physical Parts Testing & Repairing, Troubleshooting
- **Database**
Database Administration

ACADEMIC QUALIFICATION:

- **Bachelor of Arts**
Peshawar University
- **Intermediate**
Peshawar Board
- **S.S.C**
G.H.S.S NO 3 CITY

PERSONAL INFORMATION:

Father's Name: Muhammad Hussain
Date and Place of Birth: 4th April 1978, Peshawar
Nationality: Pakistani
Religion: Islam
NIC No: 17301-1585368-1
Domicile: N.W.F.P, Peshawar
Status: Married
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REFERENCES:

References are available on request