

Muhammad Umar Zeb

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Admin & Finance Manager at Umar Mart Retail store & Tuck shop Rawalpindi, Punjab, Pakistan

Summary

An enthusiastic and highly motivated professional with 14+ year experience in the field of Accounts, Finance & Administration. I firmly believe in delivering high-quality results and have the energy to bring about the best in my team. Efficiency and Hardwork are the cornerstones of my professional philosophy and this is what drives me to ensure optimum value addition to my organization

PROFESSIONAL EXPERIENCE

Umar Mart Retail Store,Tuck shop,Rawalpindi, Punjab, Pakistan

Admin & Finance Manager
January 2018 - Present (6 years 10 months)

Job Description:

- Maintain the Overall store setup
- Dealing with the customers
- Maintain daily supply schedule for sale staff of different Companies
- Market visit to check the rates of different products
- Maintaining monthly closing and audit.
- Supervise store activities
- Maintaining daily ledger and opening and closing of sale.

LIMPID WATER SYSTEMS PVT LTD,Rawalpindi, Punjab, Pakistan

Admin & Finance Manager
January 2016 - December 2016 (1 year)

Job Description:

- Maintain the distribution setup.
- Dealing with the customers about sales target and promotions & policies of the company,
- Maintain daily supply schedule for sale staff
- Market visit to collect the complaints about the stock & sale staff

- Plan about the forecasting of inventory, Supervise store activities
- Supervise Stock taking log, Monitor
- Control & Prepare the Daily sale staff activity log
- Day-to-day transactions:-Receipt, Payment, Petty cash voucher, Journal, Vouchers, Purchase, Sales Invoice, Credit/Debit Note
- Maintaining the daily bank transaction-Deposit and Withdrawals
- Contact with suppliers about their orders & Payment
- Keep record of daily & monthly sales, Check & control financial activities.

Zahid Enterprises Bannu KPK, Pakistan

Admin & Finance Manager

April 2015 - December 2015 (9 months)

Job Description:

- Maintain the distribution setup,
- Dealing with the customers about sales target and promotions & policies of the company
- Maintain daily supply schedule for sale staff
- Market visit to collect the complaints about the stock & sale staff
- Supervise store activities, Supervise Stock taking log, Monitor, Control & Prepare the Daily sale staff activity log
- Day-to-day transactions:-Receipt, Payment, Petty cash voucher, Journal, Vouchers, Purchase, Other Purchases, Sales Invoice, Credit/Debit Note
- Maintaining the daily bank transaction-Deposit and Withdrawals
- Contact with suppliers about their orders & Payment
- Keep record of daily & monthly sales, Check & control financial activities.

Aswan trading and contracting, Doha, Qatar

Project Admin & Finance manager

February 2011 - February 2015 (4 years 1 month)

Projects Completed:

- **Demolition & Enabling of New Doha Zoo Project:** June 2014 to Jan 2015
- **New Doha Express Highway Project:** June 2014 to Jan 2015
- **AL Owaina Camel Race Track Street Lighting Project:** Jan 2013 to May 2015
- **Road Improvement Works In Dayan Municipality-Grading Works for Al-Kheesa North & West:** Feb 2011 to Dec 2013

Job Description:

- Dealing with Petty cash statement.

- Daily site & Vehicle expenses reported to Head Office.
- Prepare statements for subcontractors.
- Preparing Subcontractor Progress payment Bills
- Reconciliation of bank statement .
- Store in charge.
- Assisting in preparing of Interim payment Certificates.
- Maintain stock record in MRP system.
- Monthly Stock taking.
- Procurement.
- Inventory controller.
- Monitoring of Material Requisition, Received Voucher & Issued vouchers from the store..
- Vehicle Maintenance schedule. (Light & Heavy Equipment)
- Mobilization & Demobilization of Equipment.
- Document controller.
- Internal Audit

First Integrity Title Agency Colorado USA, Peshawar, KPK, Pakistan

Coordinator

February 2010 - December 2010 (11 months)

Job Description:

- Assist Administrative Officer in overall activities
- Communication with Head Office.
- Distribution of O&Es and feedback.
- Keep record of Billing info and Client file.

Education

University of Peshawar

Master's degree, Business/Commerce:

February 2008 - December 2010

Skills & Abilities

Procurement

Customer Relationship Management (CRM)

Staff Performance Management

Project Management

Accounts Payable (AP)

Market Research

Public Relations

Finance

Accounts Receivable (AR)

MS Office