

Manzoor Hussain

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CAREER OBJECTIVE:

I am a well-qualified M-Phil graduate with 7 Plus years of extensive experience in Accounts & Finance /Telecom & Banking sector and logistic port services. I am finding a challenging position, which compliments & expands my competencies, skills & experience, which offers substantial opportunities for internal growth & development to get an executive post in the near future.

PROFESSIONAL WORK EXPERIENCE:

Organization: West Group logistics port services company (KSA) Jeddah
Tenure: Dec 2017 – To Present
Designations: Operation supervisor
Responsibilities:



- Ensure effective and timely implementation of all Logistics daily operational goals inclusive of Shipping functions and Inventory Management.
- Develop and initiate monthly reports having required project timelines, corporate metrics and productivity measurements.
- Establish and manage relations with warehouses, ocean carriers, customs broker, drayage providers, sales force and customers.
- Oversee and monitor availability of stock to reduce shortages.
- Reviews shipping notices, bills of lading, invoices, orders, Customer Service requirements and other records to determine priorities, work assignments, and shipping methods required to meet shipping and receiving schedules.
- Empty and full containers storage Terminals (Jeddah – Dammam - Jubail) For shipping lines MAERSK LINE – COSCO – APL – ONE – OOCL – HAPAG LLOYD – EVERGREEN – HAMBURGSUD - TRANSMAR Receiving – Releasing – Back load – Transportations + Maintenance and repair – Sea bulk – PTI – Washing – Plug In
- Develop and analyze daily, weekly and monthly report and KPI to continuously monitor the activities performance
- Organize and schedule appointments.

Organization: MIDDLE SEA MODERN WIRE TELECOM CO. (KSA) Jeddah
Tenure: SEP 2016 – To April 2017
Designations: Accountant
Responsibilities: Software (PMCS, MMT, Tally)



- Enter all journal entries into the accounting software
- Preparation of commercial invoices
- Entering data accurately into computerized databases & Excel spreadsheets.
- Patty Cash and Funds Management
- Review, verify and post sales invoices
- Reviewing month wise Expense Variance
- Payroll Processing & sales staff commission monthly basis

- Handling inbound telephone queries from colleagues / clients regarding data.
- Data manipulation in Excel spreadsheets.
- Excellent knowledge of Excel & other specialist database tools & software (PMCS & MMT, Tally)
- An ability to work to deadlines whilst ensuring accuracy and efficiency.

Organization: Meezan Bank Limited (Islamic Bank)
Tenure: February 2015– March 2016
Designations: Business Development Executive



Responsibilities: Software (T 20)

- Dealing with customer queries face to face, over the telephone or in writing
- Serving customers at the counter
- Understanding customer needs, recommending suitable products and making sales
- Processing paperwork for sales, change of customer details and closure of accounts
- Learn about new products, services and processes
- Check clearing
- Support the payment processing team
- Data entry
- Payment Order
- Account opening and filling of all documentation

Organization: Endo tech –surgical company
Tenure: January 2009 – To February 2011
Designations: Accountant



Responsibilities: Software (Quick Book)

- Enter all journal entries into the accounting software
- Preparation of commercial invoices
- Efficiently manage Accounts Payable and Receivables
- Reconcile accounts receivable, payable and bank statement
- Preparing sales reports
- Patty Cash and Funds Management
- Review, verify and post sales invoices
- Reviewing month wise Expense Variance
- Manage the monthly tracking of our physical inventory
- Payroll Processing & sales staff commission monthly basis
- Provides accounting support during monthly closing and reporting
- Assist in preparation of final accounts at the end of the year

ACADEMIC EDUCATION:

	EXAMINING BODY:	YEAR
o Post-Graduation (MBA Business Management)	Iqra University Islamabad	2014
o Graduation (B.COM)	Punjab University Lahore	2010
o Intermediate (I.COM)	Board of Intermediate Education, Gujranwala	2008

COMMUNICATION AND INTERPERSONAL SKILLS:

- o Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- o Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- o Confidently able to work independently or in a team to deal effectively with educators & employees.
- o Flair to organize & prioritize tasks to meet deadlines.
- o Ability to manage multiple projects with minimal supervision.
- o Have a good level command over English and Urdu, Hindi, Punjabi Languages and Beginner level of Arabic language.

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office**(All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formula, Reports Automation, Macros, Presentations w.r.t. Analysis)
- **Quick Book, Tally ERP 9, MMT software, PMCS , T 20 software**

ACHIEVEMENTS & TRAININGS:

Global Entrepreneurship Week

Year -2014

- Get Excellence award for an innovative idea and achieve high volume of sales target.

INTERESTS AND HOBBIES:

- Hobbies music, poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, political discussions, and creative activities.

PERSONAL INFORMATION:

- **Father Name** : Muhammad Alyas
- **Date of Birth** : 07-Feb-1989
- **Religion** : Islam
- **Current Location**: DAMMAM
- **Having own car**