



FAISAL MUNIR

OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. Seeking a role where I can upgrade my skills with time and take the company to the next level.



Phone

+92 323 4631049



Date Of Birth

26 Sep 1992



Email

Ycfaisal148@gmail.com



Address

House # 12, Street # 2,
Yasrab Colony Shahdara
Lahore, Pakistan

MY SKILLS

IT SKILLS

- Microsoft Office
- Microsoft Window
- Computer Application
- Internet & E-mail
- In- Track GPS Software

PERSONAL SKILLS

- Highly Professional Attitude
- Great Communication & Presentation
- Time Management
- Problem Solving
- Self-motivated, Hard worker & Team player

MY EDUCATION

2015 - 2019



MBA (IRM)

Hailey College Of Banking & Finance

2012 - 2015



B.COM IT

University Of The Punjab

2010 - 2012



I.COM

Board of Intermediate and Secondary Education, Lahore

2008 - 2010



MATRIC

Board of Intermediate and Secondary Education, Lahore

MY EXPERIENCE

AFZAL ENGINEERING

2021 TO TILL
DATE



Position : Accounts Assistant
Department : Accounts

JOB RESPONSIBILITIES

- Manage all accounting transactions.
- Bookkeeping (day-to-day basis).
- Ensure timely bank payments.

FAISAL MUNIR

LANGUAGE SKILLS

English

Urdu

HOBBIES

- Playing Sports
- Reading

- Creating and processing invoices.
- Stock Maintaining.
- Handle monthly, quarterly and annual closings.
- Complete payroll.

ALI POLYMER INDUSTRIES PRIVATE LIMITED

2019 TO 2021



Position : Store Manager
Department : Store

JOB RESPONSIBILITIES

- Responsible for the overall operations of the company's warehousing aspects & managing / foreseeing all warehouse operations & reports in SAP module.
- Monitor all inventory control processes and documents all procedures to maintain all material.
- Prepare and update all required paperwork on regular basis and ensure accuracy in all inventory records.
- Ensure that the goods are classified and stacked accordingly to its specification and location and ensuring its custody.
- Handle monthly, quarterly and annual closings.

PRK AUTOS

2017 TO 2019



Position : Bookkeeper/ Clerk
Department : Administration

JOB RESPONSIBILITIES

- Bookkeeping. (day-to-day basis)
- Data Entry. (Company Software)
- Collect Transactions.
- Maintain and File Invoices.
- Calculate and Record Payments.

2015 TO 2017



Position : Sales Executive
Department : Sales

JOB RESPONSIBILITIES

- Selling and marketing credit cards to consumers.
- Convey Brand Information to customer.
- Achieve revenue and customer retention goals while increasing client profitability through relationship building, outstanding delivery, cross-selling, and referral development.
- Contact potential or existing customers to inform them about a product or service using scripts.
- Handle and resolve customer queries, provide financial advisory and close deals.

REFERENCE

WILL BE FURNISHED ON DEMAND