

# Curriculum Vitae

## ❖ Personal Information:

**Name:** Toheed Ashraf  
**Father's Name:** Muhammad Ashraf  
**Date of Birth:** 06-10-1988  
**Passport No:** EN1841603  
**Gender:** Male  
**License No:** 2484862  
**Religion:** Islam  
**Nationality:** Pakistani  
**Marital Status:** Married  
**Contact:** 0543773479  
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## ❖ Career Objective

I have Seven years' experience in UAE along with driving license. I am looking for an opportunity to work in a progressive organization with pleasant, dynamic, and motivating environment where I can express my enthusiasm and ability. I am willing to work hard to meet any challenge and want to be an integral part of a growth-oriented organization. I can add a lot of value to any organization with my diverse experience in Sales Administration, Accounts, and I.T.

## ❖ Academic Qualification

Sr.	Degree/Certificate	Institute	Course	Year
1	Cost Management Accountant (CMA)	Institute of cost and management accountant of Pakistan	6 <sup>th</sup> Stage (Freeze)	2013
2	Master of Business Administration (MBA)	Virtual University of Pakistan	(Corporate Banking & Finance)	2011
3	Bachelor of Commerce (B.Com)	Punjab University Lahore, Pakistan	Commerce	2009
4	Intermediate of Commerce (I.Com)	Boards of Intermediate & Secondary Education, Faisalabad (Pakistan)	Commerce	2006
5	Matriculation	Boards of Intermediate & Secondary Education, Faisalabad (Pakistan)	Science	2004

## ❖ Diploma & Certificate

Name	Institute	Year
Computer Applications	Govt. Commerce College Faisalabad	1 year Diploma (2009)
Oracle Financial business suit e 2011	Institute of cost & management accountant of Pakistan	May 2014

## ❖ **Professional Experience**

### ➤ **Area Sales & Accounts Executive** (June 2021 to date)

Name of Company: **Royal Prince Holding LLC.**

Location: Northern Emirates (United Arab Emirates)

Job Profile:

- Built a new market of Asian Paints Berger, Adhesives, Water Proofing Chemicals, and Silicon.
- Add 50 new counters of Sanitary items (Milano), Power Tools (Bosch, Makita, DeWalt), and other Construction Chemicals (Polybit, Weber, Mapei) in 2023.
- Visit retailer's shops 250+ in a month
- Train new sales team.
- Prepare sale order
- Arrange material from the warehouse
- Follow up account receivables
- Prepare sales & and collection reports and send feedback in monthly meetings with management.

### ➤ **Key Sales & Account Executive** (July 2017 to June 2021)

Name of Company: **Spider Access Heavy Equipment Rental LLC.**

Location: Dubai (United Arab Emirates)

Name of Company: **Al Mathal General Transporting Est.**

Location: Abu Dhabi (United Arab Emirates)

Job Profile:

- Daily, weekly, and monthly activity reports
- Issue sale and purchase invoices
- Visit the clients and send a quotation
- VAT file return
- Bank reconciliation
- Issue CDC and PDC
- Prepare a collection plan and implement it
- Arrange the meetings & presentations and site inspection

### ➤ **Assistant Accountant** (Jun 2016 to May 2017)

Name of Company: **Smart Access Transporting Est.**

Location: Abu Dhabi (United Arab Emirates)

Job Profile:

- Manage the sales by keeping in contact with customers
- Invoices preparation and filing
- Payments & Receipts
- Handling the cash volume & ATM balance
- Daily report to the Supervisor of Transportation

### ➤ **Manager Export** (Feb 2013 to May 2014)

Name of Company: **Jay Enn Textiles.**

Location: Sialkot (Pakistan)

Job Profile:

- Supervise Sales staff
- Ensure compliance as per customer requirement
- Payments & Receipts modes
- Identify business opportunities and maintain a professional relationship with the client

➤ **Assistant Accountant** (Jun 2008 to Jun 2010)

Name of Company: **Govt. M.C. Community Inter College.**

Location: Faisalabad (Pakistan)

Job Profile:

- Quantity Control of all operations
- Maintaining the Institute's Accounts
- Cash Handling
- Receipts of Fee
- Prepare the vouchers for expenses
- Payroll of the Employees
- Maintain Journal Transaction

➤ **Computer Proficiency**

- Oracle Financial E-Business Suite 2011
- Quick Book 2010
- ERP Aqua Giraffe
- Pact 2010
- Peach Tree 2009
- MySQL 2007
- MS Office (MS Word, MS Excel, MS PowerPoint)

➤ **Other Skills:**

- Communication Skill
- Fluent in English
- Managerial skills
- Ability to work in a stressful and odd environments
- Potential to work as a team leader as well as a good subordinate

➤ **Hobbies:**

- Book Reading (Islamic, Current Affairs)
- Tourism
- Cricket

➤ **Achievements:**

- Developed from zero scratch building materials Paint, Adhesive, and Silicon with 80+ customer conversions in Uaq, Rak and Fujairah.
- Increased the average sales by 240,000/- AED monthly giving the highest distribution and sales achievement across the team.
- Awarded by the Muslim Commercial Bank of Pakistan as the best internee of the year in 2011.

➤ **Membership:**

- Institute of cost and management accountant of Pakistan
- IPAF (1b, 3a, 3b)

➤ **References**

- Available upon demand

➤ **Notice Period of Joining**

- 1 Month