

## **CURRICULUM VITAE**

**Muzzamil Izhar**  
Khaitan, Kuwait.



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### **CAREER OBJECTIVE**

Accomplished Certified Public Accountant well experience in accounting and finance. Experienced in bookkeeping, tax calculating, and reporting for business clients and organizations. Capable professional with expertise in many of the most common accounting software programs. Strong work ethic and commitment to integrity and accurate record keeping. Eager to join a team and help improve an organization's financial focus.

### **EDUCATIONAL QUALIFICATION**

- Higher Secondary Certificate (Intermediate)

### **COMPUTER SKILLS & SOFTWARE**

- Exceptional knowledge of mathematical concepts, accounting and finance topics, tax code, and banking principles.
- Top attention to detail and focus on making sure records and information systems are kept accurate and true.
- Strong reasoning skills and analytical abilities to help determine best practices when it comes to the finances of each organization I work with.
- Excellent communication skills when writing reports or memos or when speaking in front of a group of people during a presentation.
- Tally 9
- Microsoft Word, Excel, (Advanced)
- Microsoft Windows (XP,2007 & 2010)
- Microsoft Outlook Email (2007,2010,2013)
- IFS software
- Micros Materials Control (MC)

## **WORK EXPERIENCE**

**Worked as a receiving clerk (From 01-04-2021 to 02-09-2023)  
In The Palms Beach Hotel And Spa.**

### **Duties:**

- Unload and unpack shipments of products
- Inspect shipments for damage and correct quantities
- Report damages or shortages to the appropriate person
- Match shipments to their associated purchase orders and enter receiving data on paperwork
- Record receiving data in company databases
- Return damaged products to senders
- Monitor inventory levels
- prepare and keep records of good received
- complete daily receiving entries into computer system

**Worked as Sale coordinator (From 06-08-2019 to 31-03-2021)  
Hassan Abul (58 Years of Leading in the Finest Building Material Products)  
General Trading & Building Material Company.  
Tunis Street, Al Hawally, Kuwait. (Www.Hassanabul.Com )**

### **Duties:**

- Managing all the sales-related activity of the company.
- Handling a high volume of customer inquiries whilst providing a high quality of service to each caller.
- Writing up accurate and grammatically correct sales correspondence.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Ordering and ensuring the delivery of goods to customers.
- Supporting the field sales team.
- Maintain the Marble showroom for the display stickers..
- Organizing sales promotional campaigns.
- Contacting potential customers to arrange appointments.
- Making follow-up calls to confirm sales orders or delivery dates.
- Responding to sales queries via phone, e-mail, and in writing.
- Accurately analyzing and assessing statistical data.
- Resolving any sales related issues with customers.
- Completing the administrative needs of the Sales Department.
- Speaking with customers using clear and professional language.

## **PERSONAL DATA**

- **Name** – Muzzamil Izhar
- **Date of birth** – 16/12/1997
- **Religion** - Islam
- **Nationality** - Pakistani
- **Marital Status** - Single
- **Passport No** - GJ 1845352 ( Expires on 05-FEB-2032 )
- **Visa Status** - Transferable Article 18.
- **Language Known** - Arabic, English & Hindi

Hoping for an early response from your esteemed organization. At the earliest if an opportunity is offered to serve as your company need, I can execute my work to the entire satisfaction of it, in anticipation.

**Yours Truly**  
**(Muzzamil Izhar)**