**IlyasMehmood**

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**CAREER OBJECTIVE:**

Seeking a challenging position as Data Entry Executive in a reputed organization, which will allow me to further utilize my existing skills and my 6 years of progressive experience in this field, computer language and Communication skills, fulfills my personal ambitions, enhances my knowledge and acquire new abilities.

**WORK EXPERIENCE:**

**March 2009 – 2015**

**2021 Till Present : Basic Material Treatment Factory,**

**Riyadh, Saudi Arabia**

**(Data Entry + Sales Executive)**

Job responsibilities included:

* Interaction with clients and booking orders.
* Maintaining proper delivery plan of order received.
* Arranging All documents as per ISO 9001-2008 standard.
* Receiving & sending Reports by E-mail or Fax
* Preparing Conformance and Non –Conformance reports as per advised.
* Preparing the Reports, Invoices etc & Account statements.
* Check & balance on safety standards of dispatching material.
* Monitor customers' orders and in time delivery.
* Preparing the Reports, Invoices etc
* Coordination between all production managements
* Prepare daily reports, plans and distribute it for all departments
* Arrange files, reports and Follow-up management’s needs day-to-day.
  + - * + Money transaction, Bank deposits, wire transfer
        + Payment, Financial daily sheets and Petty cash books
* Answering customer queries, problem solving
* Recording of Sales data By Using SMAC Software & Ms.Excel.
* Maintained and organized monthly balance sheet.
* Assist in month ending reports.
* Sound Experience On SAP ARIBA,Scribe & Taulia ERPS )

**EDUCATION:**

B.Com

**EXTRA COURSES AND TRAINNING:**

Basic Business Skills Acquisition program from (Pakistan)

Course included:

* Business English.
* Business writing.
* Presentation skills.
* Communication skills.

**.Certificate of IELTS from British Embassy**

**PERSONAL SKILLS:**

* Excellent interpersonal communication skills.
* Ability to interact with all kinds of people.
* Ability to work individually and as a co-operative team member.
* Ready to face challenges.
* Sincere, dynamic and hard-working.
* Creative, self-motivated and reliable.
* Good at meeting deadlines.
* Fast learner.
* Hard worker

**RESEARCH SKILLS:**

Conduct extensive research for the above projects from diverse resource.

**COMPUTER SKILLS:**

* **Computer skills (MS office 2000, Peachtree, QuickBooks & Internet 6.0).**
* Extra sessions for Administrative skills, Human recourses

Accounting, Finance, Sales, marketing.

* Proficient user of MS Office 97, 2000, XP.
* GDS ( Galileo & Sabre )
* Hardware and software Courses.

**INTERESTS:**

* Playing Cricket, Volleyball,
* Reading and Surfing the net.
* Traveling and Running

**PERSONAL INFORMATION:**

Date of Birth : 12th Feb. 1986

Material Status : Married..

Nationality : Pakistani