



Azeem Emmanuel

Email: azeemmax18@gmail.com Mobile: [+923130117065](tel:+923130117065)

DOB: 09/01/1997
Marital Status: Single
Cnic No.: 42000-9894005-3
Language: English, Urdu
Location: 27/17 "A" Qayyumabad Karachi

OBJECTIVE

To be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization

PROFESSIONAL EDUCATION

Masters: MBA from Iqra University, Karachi, Pakistan (2019-2020)
Bachelors: BBA-Hons (Four-year Program) from Iqra University, Karachi, Pakistan (2015-2018)
Inter: Intermediate of commerce from Board of Intermediate, Karachi, Pakistan (2012-2014)
Matric: Matriculation in Science from Federal Board FBISE Islamabad, Pakistan (2010-2012)

PROFESSIONAL TRAININGS & ACTIVITIES:

Certified SAP S/4 Hana Consultant (MM Module)
Online Specialization in Supply Chain Management from Coursera
Certification in Computerized Accounting from Infra Professional
Certification in Information Technology (CIT) from Infra Professional

SUPPORTIVE SKILLS

SAP Material Management	Oracle	MS Office (Word, PowerPoint, Excel)
Use of Computer and internet	Use of Email	Communication Skills

CORE STRENGTHS

Responsible	Supportive	Optimistic
Self-Motivated	Reliable	Adaptability

PROFESSIONAL EXPERIENCE

Administration Officer: Zeal Auto Parts Trading – Doha, Qatar (Dec 2022- Jun 2023)

- Managed and oversee daily office operation
- Maintained office supplies and equipment
- Assure workplace is clean and tidy
- Managed emails & incoming calls
- Maintained accurate records, files & data
- Assist HR department in different administrative tasks
- Organized meetings
- Organized financial administrative tasks like processing invoices, managing petty cash and reconciliation of expenses.
- Data entry of daily operations, inflow & outflow of cash
- Offer assistance to the visitors, clients when needed

Finance Officer: Oman Air GSA (Gerry's Intl.) – Karachi, Pakistan (Jun 2019- Nov 2022)

- Managed petty cash for three online stations i.e., Karachi, Lahore, Islamabad
- Managed staff monthly attendance and payroll
- Predicted Monthly, Quarterly and Yearly budget
- Process payments of different vendors in oracle ERP and follow-ups
- Process payment vouchers for cheque payments
- Assist in bank reconciliation
- Monthly GL reconciliation
- Procurement of office stationery and grocery
- Interaction with Procurement department for budgeting of office assets
- Assist in managing local tax related quires
- Managed customers issues like refunds etc.

SAP – Material Management Consultant: Excellence Delivered ExD Pvt. Ltd. (Jul 2021 – Dec 2021)

- On job training as SAP – MM consultant where I learned implementing SAP in the organizations

Reservation and Ticketing Officer – Intern: Karwan-e-Malik Pvt Ltd. (May 2018 – Jul 2018)

- Learned, booking & issue air tickets
 - Learned fare calculation
 - Manage refund of tickets
 - Generate daily sales report (DSR)
 - Manage daily cash and credit card transaction
-