

MUHAMMAD ASIM

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Address: BMW Maaza Signal Bus Stop - King Faisal Street – Industrial Area 2 – Sharjah – UAE.

Visa Status: 2y work permit (Available for interview in UAE from 10 May 2024 to May 2026)

LinkedIn: <https://www.linkedin.com/in/muhammad-asim-392320224/>



BUSINESS MANAGEMENT PROFESSIONAL

A dynamic professional with expertise in sales, human resources, accounting and tax. Bachelor's degree in Human Resources with over two years of experience in operational coordination, planning, and support, enhancing HR functions and one year in sales. Proactive problem-solver known for excellent results. Proficient in office administration, communication, Microsoft Office, SAP, Tally and QuickBooks. Skilled in talent acquisition, training and payroll. Committed to fostering a culture of excellence and innovation.

KEY COMPETENCIES

- Excellent knowledge about spare parts (Specially in Honda).
- Execute any auto spare parts catalogue.
- Proficiency in industry-standard accounting software (e.g. QuickBooks, Tally).
- Proficient in business operations software's (e.g. SAP).
- Ability to manage accounts receivable and payables.
- Understanding of internal controls, auditing standards and procedures.
- Ability to prepare and file tax returns for individuals, partnerships, and corporations.
- Ability to identify, attract, and hire top talent through effective recruitment strategies and processes.
- Capability to design, implement, and evaluate training programs to enhance employee skills and performance.
- Capability to align HR strategies with organizational goals and objectives to drive business success.

PROFESSIONAL EXPERIENCE

SALES EXECUTIVE AND WAREHOUSE SUPERVISOR

10/2023 - Present

BAB AL WASL NEW AUTO SPARE PARTS TR

BMW ROAD, MAAZA SIGNAL, IND. AREA 2, SHARJAH, UAE.

- Ability to understand and run any auto spare parts catalogue.
- Skill in developing and implementing sales strategies to achieve targets and drive revenue growth.
- Ability to analyze sales data, track performance metrics, and identify trends to inform decision-making and strategy adjustments.
- Maintain accurate records of accounts payable transactions and reconciliation of all accounts.
- Preparation of accurate Weekly and Monthly Accounts Reports and ensure timely reconciliation of balances.
- Skill in managing inventory levels, tracking stock movements, and optimizing inventory turnover.
- Ability to coordinate inbound and outbound logistics, including transportation, warehousing, and distribution.
- Knowledge of safety regulations and best practices to maintain a safe working environment and prevent accidents.
- Proficiency in processing orders accurately and efficiently, ensuring on-time delivery to customers.
- Capability to organize warehouse layout, storage systems, and workflows for optimal efficiency and productivity.
- Leadership skills to oversee warehouse staff, assign tasks, provide training, and ensure team cohesion and productivity.

EXECUTIVE ASSISTANT

09/2022 - 09/2023

ROYAL HAYAT GUEST HOUSE

F7/4, BLUE AREA, ISLAMABAD, PAKISTAN.

- Monitored and evaluated performance of personnel to confirm compliance with standards.
- Increased customer service ratings through personable service.
- Provided services efficiently and with high level of accuracy.
- Hired and trained new employees, demonstrating best methods for serving clients and guests.
- Coordinated with waiter staff to regularly clean buffet areas and refill hot and cold items quickly.
- Oversaw day-to-day operations of 30-rooms with staff of 25 employees.
- Created and managed accurate occupancy forecasts and budgets.
- Managed and motivated employees to be productive and engaged in work.
- Processing of invoices and bills for payment to vendors for supplies / services rendered.
- Providing support during tax audits in collaboration with tax consultants/lawyers.

- Provide and manage different types of grants to employees i.e., medical grant, accident grant, marriage grant etc.
- Supervised day-to-day operations to meet performance, quality and service expectations.
- Entered data into various computer systems accurately using Microsoft Office and ERP.
- Monitored project progress, identified risks and took corrective action as needed.
- Recruited and oversaw personnel to achieve performance and quality targets.
- Assisted in recruiting, hiring and training of team members.
- Prepared monthly report audits for review.
- Manage office files.

SKILLS HIGHLIGHTS

Managerial Skills

- Business Management
- Strategic planning
- Work flow planning
- Supply chain distribution
- Operations oversight
- Communication Skills
- Record keeping
- Relationship building

Computer Skills

- Microsoft Office
- SAP ERP
- Quick books
- Tally Prime
- Google Spreadsheet
- Microsoft Windows
- Operating System

EDUCATION

BACHELORS OF BUSINESS ADMINISTRATION – HUMAN RESOURCES

University of Swabi – 09/2017 - 08/2021
District Swabi, Khyber Pakhtunkhwa, Pakistan.
- HR & Business Management, Accounting, Economics, Statistics.

DIPLOMA IN COMMERCE – ACCOUNTING AND BUSINESS ADMINISTRATION

Govt College of Management Sciences – 09/2013 - 04/2015
District Swabi, Khyber Pakhtunkhwa, Pakistan.
- Accounting, Economics, Statistics.

CERTIFICATIONS

QUICKBOOKS

DigiSkills, Virtual University – 03/2024 - 07/2024

DIPLOMA IN INFORMATION TECHNOLOGY

Govt College of Management Sciences – 02/2017 - 12/2017
District Swabi, Khyber Pakhtunkhwa, Pakistan.
MS Office, MS Access, Graphic Designing, Introduction to Internet, E-Commerce.

MICROSOFT OFFICE

Global Computer Institute – 04/2013 - 08/2013
District Swabi, Khyber Pakhtunkhwa, Pakistan.

LANGUAGES

English: Fluent
Urdu: Native
Hindi: Fluent

REFERENCE

Will be provided upon request.