

Javeria Iqbal Sheikh

Address: A-550, Street # 7, Block "L", North Nazimabad Town, Karachi, Pakistan
Cell # +(92)-304-2737625
Email id: javeriaiqbalsheikh1@gmail.com

Subject: **Submission of Resume along with Covering Letter**

Please accept my enclosed resume for your advertised position. I am confident enough that my acquired experiences have equipped me for your vacant position that you have available. It would be a pleasure to meet with you so that I might demonstrate my abilities. I am certain that I would make a valuable addition to your organization.

With more than a year experience as Coordinator – Sales Operations & more than 8 years’ experience as an Assistant Manager – Sales Administration & Coordinator/ Logistics Executive / Document Controller, I am adept in invoicing, processing receipts & payments, handling bank deposits, and managing A/R management & Inventory management. I excel at:

- Oversee Accounts Receivable & Finished Goods Inventory Management & Distribution.
- Tracking collections & accounting for money accurately.
- Resolving discrepancies promptly.
- Combine patience, determination and persistence to troubleshoot dealer’s / customer’s issues.
- Developing reports to detail received, aging, & past due accounts.
- Backing up records to ensure no data loss.

I also worked as “Secretary cum Administration Officer” in Zamco (Pvt) Ltd. – Karachi, Pakistan for the period of 4 years, where my duties were to co-ordinate with other departments in order to fulfill all administrative related tasks on timely basis.

I possess strong commitment with the ability to contribute expertise to timely achieve positive results. I am eager & ambitious to learn new skills that can be used to benefit your organization.

Please review my attached resume for additional details. I m a team-player & feel to work collaboratively with the department to ensure having positive results.

Please feel free to contact me via phone or email at a time of your convenience to discuss my background as well as the requirements for the role.

Thank you so much for your time & consideration.

Sincerely,

Javeria Iqbal Sheikh

Email @ javeriaiqbalsheikh1@gmail.com

Immediate Contact & WhatsApp # **+(92)-304-2737625**

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CAREER SUMMARY:

Self-Motivated Assistant Manager – Sales Administration, offering a strong work ethic and determination to complete tasks in timely manner. Accurate & detail-oriented with extensive book-keeping and managerial knowledge. Capable professional with verifiable record of accurate book-keeping and skill in working with customers, dealers, vendors and inventory management.

Key Skills:

- Effective Administration related to Sales & Logistics Operation
- Sales Operation Management
- Account Receivable Management & Reconciliation
- Cash forecasting & Inflow & Recovery Management
- Distribution of Inventory through Sales / Demand Order

WORK EXPERIENCE:

- Logistics & Sales Coordinator
- Sales Analysis Reporting to Upper Management
- Finished Goods Inventory Management
- Effective Correspondence with Sales team
- Real Time Management & trouble shooting

Sep-2019 ~ Current	Engro Fertilizers Limited	Coordinator – Sales Operations
Jan-2017 ~ Sep-2019	Yamaha Motor Pakistan (Pvt) Ltd.-Karachi, Pakistan	Assistant Manager - Sales Administration
Feb-2015 ~ Dec-2016	Yamaha Motor Pakistan (Pvt) Ltd.- Karachi, Pakistan	Senior Executive – Sales Administration
Jul-2009 ~ Sep-2014	DYL Motorcycles Ltd.- Karachi, Pakistan	Assistant Manager - Sales
Nov-2006 ~ Jun-2009	DYL Motorcycles Ltd.- Karachi, Pakistan	Senior Officer – Sales

Objective	KPI	Actions
Reporting to upper Management	a) Sales Analysis	a) Daily, monthly, quarterly & annual reporting to upper management which includes Revenue Recognition schedules, Dealer Sales Progress report, Sales Commission report, Sales Analysis report (target v/s achievement), Bank Book, Production Report, Daily Inventory report, Dispatch orders, Collection report etc., which help them in decision making by having sales analysis & forecast. b) Facilitating sales team by providing hands on picture of Sales to various Govt. Semi-Govt. & other private Institutions.

Creation of Sales & Distribution Module in Navision	a) SOP generation & Reports creation	Coordinate with IT department to implement & maintain SD module in Navision. Also formulated Sales Report in Navision for Analysis: Account Receivable Aging Reports, Customer Trial Balance; Collection Reports; Customer Account Statements; Sales Certificate Report; Sales Registers - Invoice wise / Dealer wise; Dealer Progress Report; Dealer's customer statement; Inventory Stock Report; Automated email to dealers.
Distribution of Sales Documentation	a) Daily order booking b) Creation of Sales Orders & Sales Tax invoices; Receipt Vouchers; Journal vouchers	a) Assisting the sales team, focusing mostly on managing schedules and the distribution of any sales documentation. Taking Orders from Regions b) Creating Purchase Orders, Sales Orders, Sales Tax Invoices Credit Notes in Navision Creating Prepayment invoices & sending them to dealers for advance payments. c) Receipt of payments are then informed to Finance department for their further process.
Daily Collection & Dispatch Position	a) Reporting regarding daily collection, Sales, Supply Stock	a) Manage & monitor dealer's available balances, dealer PSI, and dealer appointment & cancellation record. b) Dealer target v/s achieved receivable. c) Compilation of Dealers' Wholesales & Retail Sales & Closing Stock on weekly basis
Dealer Profile Set-up	a) Dealer Appointment & Cancellation record	a) Maintain dealer profile database in Navision & monitor dealer appointment & cancellation record. b) Coordinate with Marketing staff regarding dealer profile, dealer PSI & other matters
Dealer Incentive	a) Category Incentive b) Booking Incentive	a) Calculating & maintaining incentives (like Category Incentives & Booking Incentive) for Sales dealers as approved by upper management.
Coordination with Finance & Logistics departments	a) Accounts Department b) Logistics Department	a) Coordinating with other Finance department regarding dealer's Accounts, daily release of stock to dealer & reconciliation of dealer's accounts. b) Upon clearance of payments, sales orders are released & forwarded to logistics for their further documentation & execution of daily dispatch plans. c) Responsible for logistic matter with the view to get minimized transport cost & covering as many stations as possible so that maximum revenue could be acknowledged. d) Verification of Transportation bills & maintaining its payment record. e) Maintaining Export detail records on monthly basis.

Aug 2002- Mar 2006	Galaxy Secondary School - Karachi, Pakistan	Subject Teacher – Mathematics
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Key Skills:

- Class management & Exam Preparation
- Child's character development
- Exam Preparation
- Career Guidance
- Supervising pupils

Experience:

- Taught Mathematics to 6th to 10th Grades.
- Talented in employing unique teaching strategies and arresting student's attention in clearing difficult mathematical concepts with ease.

Aug 1998 - Aug 2002	Zamco (Pvt.) Limited. - Karachi, Pakistan	Secretary cum Administration Officer
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Experience:

- Scheduling meetings & doing correspondence for upper management.
- Accountable for maintaining employee employment & salary record.
- Performs administrative and office support activities for multiple supervisors. Perform other Admin related tasks & provide assistance to other senior staff to smooth the work process.
- Fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, filing, and faxing. □ Co-ordination with other department to provide admin assistance.

Professional Certifications:

Degree / Certificate	Institution	Others Software	From	To	Majors
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Certificate	Certificate in Accounts & Finance.	Institute of Business & Professional Development – Karachi, Pakistan.	SAP Business One 8.8, Peachtree Premium Accounting, Quick Books Premium Accounting, Tally Accounting.	Aug-2014	Dec-2014	Accounting
Certificate	One-Year Post Graduate Certificate	Institute of Cost & Management Accountants of Pakistan – Karachi, Pakistan.	Peachtree Premium Accounting,	2004	2006	Accounting

Academic Qualifications:

Degree / Certificate		Institution	From	To	Majors
MA	Masters of Arts	Jinnah University for Women	2001	2002	Economics
BA (Hons.)	Bachelors of Arts (Honours)	Jinnah University for Women	1999	2001	Economics
FSC.	Intermediate	PAF Degree College - Base Faisal	1996	1998	Pre-Engineering
SSC.	Matriculation	St. Jude's High School	1984	1996	Computer Science

Other Computer Software used:

- ERP Microsoft Dynamics - Module Navision □ Fox Pro.
- Visual Basic Software. □ Microsoft Office (Excel, (with extensive Data Analysis),
- Dot. Net. Word, Power Point, etc.

Language Skills:

- Urdu Level: Fluent
- English Level: Fluent

Personal information:

Father's Name : Muhammad Iqbal Sheikh
 CNIC # : 42000-0506892-4
 Passport # : DW5198922 (Valid)
 Date of Birth : 05-11-1980

References: Available on request.