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ABOUT ME

Professional Summary

Results-driven professional with 20+ years of experience in accounting, administration, sales, e-commerce operations, and driving. Skilled in financial management, payroll processing, LC handling, inventory management, customer service, and product sourcing. Proficient in Oracle ERP, TALLY ERP, and e-commerce platforms. Experienced in import/export documentation, online selling, and market sales. Strong background working in textile, healthcare, retail, and transportation sectors across Pakistan and the UAE. Reliable, detail-oriented, and committed to achieving operational excellence.

WORK EXPERIENCE

1 JUN 2024 – CURRENT Faisalabad, Pakistan

Self Employee E Commerce

Taxi Driver

- Safely operated taxi services, following traffic rules and planned routes.
- Assisted passengers with luggage, special needs, and ensured timely drop-offs.
- Maintained vehicle cleanliness and performed basic maintenance checks.
- Processed cash, card, and app-based payments accurately.
- Provided excellent customer service to enhance passenger experience.

Sourcing Agent

- Identified, evaluated, and negotiated with suppliers for product sourcing.
- Managed vendor relationships and monitored supplier performance.
- Coordinated international shipping and handled import/export documentation.
- Listed products on e-commerce platforms, managed inventory, and processed orders.
- Researched market trends to find competitive products and pricing strategies.

1 JUN 2022 – 31 MAY 2023 Gojra, Pakistan

Accountant Lahore Collage Science & Arts

- Posting of invoices.
- Reconciling of bank accounts.
- Reconciling of Clients accounts.
- Perform general accounting and administrative duties.
- Generate accounts software in excel and visual basic.

1 JAN 2022 – 30 JUN 2022 Faisalabad, Pakistan

Accountant Arshad Corporation Pvt Limited

- Receive payments and post to customers ledgers & answer customer questions regarding problems accounts.
- Make stock taking report at the end of month of concern yarn store & record information about financial status.
- Maintain Letter of Credit L/C cost and Schedule & maintain stock of import raw material till finished goods.
- Conversion of cotton to bags with second party involvement & purchase invoices & make all kinds of vouchers.
- Make all Supporting work in MS Excel sheets and final results putt in Oracle system.

Tariq Naveed

Passport: CG9672552

Date of birth: 21 Jun 1982

Place of birth: Chiniot, Pakistan

Nationality: Pakistani

CONTACT

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step/SellerProfileView?
ref=macs_aispvw_cont_acinfoh
m](https://sellercentral.amazon.ae/sw/AccountInfo/SellerProfileView/step/SellerProfileView?ref=macs_aispvw_cont_acinfoh_m)

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 +971558560394 **(WhatsApp)**

19 SEP 2019 – 18 SEP 2021 Dubai, United Arab Emirates

Stall & Market Sales Person Al Sufouh Gents Tailoring

- Interview, select, and train warehouse and supervisory personnel & review invoices, work orders
- Prepare and manage departmental budgets & plan, develop, implement warehouse safety and security programs.
- Track and trace goods while they are en route to their destinations, expediting orders when necessary.
- Arrange for storage facilities when required & prepare or direct preparation of correspondence with customers.
- Schedule & monitor pickup, delivery, or distribution of products or materials & provide and raw material upon demand.
- Managed Value Added of 3 branches quarterly & managed Payroll system, Debtors and Creditors Payments.

1 AUG 2010 – 31 MAY 2016 Faisalabad, Pakistan

Office Assistant Nishat Textile Mills Pvt Limited

- Assisting in administrative tasks which will including filling, handling correspondence answering phone calls and other office duties may be required daily organizing and preparing meetings and interviews.
- Co-ordinating telephone calls and taking care telephone directory.
- Generate demands which required unit in oracle system and proceed to unit manager.
- Managing of data base.
- Issuance of demanded items from store which unit required urgently and monthly.
- Managing work orders and deliveries of materials.
- Managing stationery orders.
- Organizing meetings, business travel and hotel accommodations.
- Providing support to superiors in the planning and realization of projects.
- Customer care.
- Appoint unskilled workers for production department.
- Provide full documentation support to getting ISO & EMS certifications.

31 DEC 2004 – 31 JUL 2008 Faisalabad, Pakistan

Accountant Paracha Chemical Industries

- Compiled general ledger entries with nearly 100% accuracy & maintained integrity of general ledger.
- Advice customers of necessary actions for debt repayment, negotiate credit extensions when necessary.
- Manage ledgers manual and chart of account & systematic in Oracle software.
- Dispatch sales invoices to customers and follow ups & clearance of courier companies' bill after reconciliation.

EDUCATION AND TRAINING

1 MAR 2023 – CURRENT Islamabad, Pakistan

Bachelor in Mass Communication Allama Iqbal Open University

Website <https://www.aiou.edu.pk/> | Level in EQF EQF level 2

1 OCT 2021 – 31 OCT 2021 Faisalabad, Pakistan

Certificate of Achievement of Amazon E Commerce by experts

Website <https://web.facebook.com/EcommerceByExperts/>

1 OCT 1999 – APR 2000 Faisalabad, Pakistan

Diploma in Computer Sciences Quaid e Azam Computer Collage

Website <https://web.facebook.com/quaidqec>

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

Other language(s):

Panjabi; Punjabi

Listening C2

Spoken production A2

Reading C1

Spoken interaction C2

Writing A1

English

Listening B1

Spoken production B1

Reading C2

Spoken interaction C1

Writing C1

Arabic

Listening A1

Spoken production A1

Reading B2

Spoken interaction A1

Writing A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

MS Office (MS Word, MS PowerPoint, MS Excel, MS) | e-Commerce Project Management | Amazon Seller Expert | Amazon to ebay Dropshipping | Microsoft Office | transportation | driving

DRIVING LICENCE



Driving Licence: A2

19 Sep 2015 – 24 Sep 2025

Driving Licence: B

19 Sep 2015 – 24 Sep 2025