



AFNAN AWAIS

ONLINE PICKER TEAM LEADER



Dubai, United Arab Emirates, Dubai, United Arab Emirates



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EDUCATION

ASSOCIATE DEGREE PROGRAM

UNIVERSITY OF CENTRAL PUNJAB - SIALKOT, SIALKOT
2018

- Accounts and Finance

INTERMEDIATE

GOVT. MURRAY COLLAGE - SIALKOT, SIALKOT
2015

MATRICULATION

GOVT. COMPREHENSIVE HIGH SCHOOL - SIALKOT, SIALKOT
2013

SKILLS

Team Leader

Multidisciplinary teamwork

Order picking and processing

Order fulfillment

Self-Motivation

Computer Tech

Excellent Interpersonal Skills/Communication Skills

Keen Eye for Detail

ABOUT ME

A Self-disciplined individual, seeking an opportunity to perform a challenging and creative role with a strong will to excel in and enhance the skills required for the development of the organization to maximum reciprocal advantage. Hardworking Team leader motivated to complete tasks within deadlines. Aids productivity through excellent communication and teamwork. I've got experience as retail coordinator, cataloguer, trainer and QA.

WORK EXPERIENCE

ONLINE PICKER TEAM LEADER | JUN 2020 - PRESENT

EL GROCER - DUBAI, UAE, DUBAI

- Independently managed the picking, packing and dispatching of 20+ orders daily.
- Maintained up to date knowledge of item locations in warehouses to efficiently locate and pick items from correct departments.
- Exceeded targets by quickly and accurately preparing orders.
- Supermarkets where I have been worked: Union coop Mirdif, Union coop Alwasl, Al Adil discovery garden, Union coop Umm Suqeim, Union coop International city, Mark & Spencer Spring, Mark & Spencer DFC, Union coop Barsha Mall, Union coop Barsha South, Union coop Abu hail.

ASSISTANT ACCOUNTANT CUM CASHIER | DEC 2018 - DEC 2019

MYRTLE INDUSTRIES, SIALKOT, PAKISTAN

- Calculated, prepared and filed payroll taxes for clients.
- Gathered all banking transactions via statements, recorded activity in Excel format and reconciled balances.
- Maintained accuracy when reviewing and reconciling general ledger.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable, banking reconciliation and disbursements.
- Chased missing transactions to help facilitate timely payments.
- Used tax and finance knowledge to provide advice and resolve vendor and employee inquiries.
- Investigated discrepancies to address vendor and employee concerns regarding invoices and purchases.
- Tracked employee time and attendance for payroll.

LANGUAGES

Urdu

English

Arabic

DRIVING LICENSE

DRIVING LICENSE CATEGORY

UAE