

Zain Abbas



Personal details



Zain Abbas



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Pakistani



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Education

Masters In Public Administration

Islamia University of Bahawalpur

Bachelors In Arts

Islamia University of Bahawalpur

Intermediate In Commerce

Post Graduate College
Bahawalpur

Skills

Data Analysis ●●●●●

Financial analysis and reporting ●●●●●

Analytical skills ●●●●●

Data entry proficiency ●●●●●

Efficiency under pressure ●●●●●

Customer service ●●●●●

Presentation skills ●●●●●

Profile

Versatile and dedicated professional with a strong track record in financial statement preparation and analysis, complemented by successful sales and customer relationship management. Skilled in delivering safety training and food & beverage instruction. Demonstrates proficiency in ensuring compliance and driving organizational performance. Areas of Expertise Accounting & Financial Analysis | Customer Relationship Management | Safety & Compliance | Hospitality Management | Market Research & Analysis | Team Leadership & Development | Data Analysis & Insights | Event Planning & Execution | Quality Client

Experience

Accountant

BlueLine Passenger Transport

Responsibilities

- Preparation and review of financial statements, such as balance sheets, income statements, and cash flow statements, ensuring adherence to accounting standards and meticulous accuracy.
- Maintenance and updating of the general ledger through recording financial transactions, reconciling accounts, and resolving any discrepancies identified.
- Analysis of financial data to offer insights and recommendations aimed at improving the organization's financial performance.
- Tasks encompass budgeting, forecasting, and conducting cost analyses to provide comprehensive financial evaluations.
- Diligent attention to detail in all financial processes to uphold integrity and compliance with regulatory requirements.

Key Punching Officer

DAWN

Responsibilities

- Entered data accurately and efficiently
- Maintained high level of quality
- Worked collaboratively with team members
- Create Invoices
- Record Daily Invoice
- Stock Report And Return Report

Counter Manager

Sabroso Pvt. LTD.

Responsibilities

- Conducted comprehensive training sessions for sales associates to enhance their understanding of product features, refine sales techniques, and uphold exceptional customer service standards.
- Generated and submitted routine sales reports to monitor performance metrics, analyze trends, and furnish actionable insights for enhancing sales strategies.
- Strategically devised and executed special promotions, events, and product launches aimed at stimulating sales volumes and increasing customer footfall.
- Implemented robust security protocols to deter theft and safeguard

Languages

English



Urdu



merchandise, ensuring the integrity and security of store assets.

- Provided ongoing support and guidance to sales associates, fostering a culture of continuous improvement and excellence in customer engagement.

Safety Instructor

Civil Defense Bahawalpur

Responsibilities

- Facilitate interactive training sessions to empower individuals with the knowledge and skills necessary to prioritize safety in their daily activities, fostering a proactive approach to accident prevention and risk mitigation.
- Collaborate with cross-functional teams to develop tailored safety training programs and materials, catering to the specific needs and requirements of different departments and work environments.
- Continuously monitor safety performance metrics and trends, leveraging data-driven insights to refine safety initiatives and optimize safety protocols for maximum effectiveness.
- Provide ongoing support and guidance to employees on safety-related matters, serving as a resource for addressing safety concerns and implementing best practices to uphold a safe and healthy work environment.

Food & Beverages Instructor

College of Tourism and Hotel Management (COTHM)

- Provided dynamic and enlightening food and beverage training to students or trainees, aiming for a comprehensive grasp of culinary methodologies, food prep intricacies, service benchmarks, and principles of hospitality management.
- Conducted training sessions on food safety and hygiene protocols, covering areas such as proper food handling, storage procedures, and sanitation practices, with a focus on adhering to health and safety mandates.
- Delivered instruction on front-of-house service protocols, encompassing table service techniques, customer engagement strategies, and service etiquette guidelines, aimed at elevating the overall dining encounter.
- Designed training modules that engage participants and facilitate active learning, employing a variety of instructional methods such as demonstrations, hands-on activities, and group discussions to reinforce key concepts.