#

# FARUKH ALI

# House # E-914, street # 1,Nadirabad baddian road Lahore cantt.

Cell # 0092-322-4610-070

Email -**Farrukh Ali**

farrukh.ali.esl@gmail.com

**CARRIER OBJECTIVE:**

| To be a part of professional team offering Five years of progressive experience in Sales Service and maintenance. |
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**WORK EXPERIENCE**

| **Duration** | **Organization Name** | **Designation** |
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| 2009 to 2013 | **Energy Solution (pvt)Limited** | Recovery Officer 4 years |
| 2013 to 2017 | **Energy Solution (pvt)Limited** |  Asst. Admin Officer 4 Years |
| 2018 to 2020 | **Energy Solution (pvt)Limited** |  Admin Officer 2 Years |
|  2021 to 2023 | **ATEC Solutions (Pvt)Limited** | Customer Relation Officer/ Recovery Officer 5 Years |
|  2024 | **OD Pakistan (O Donuts)** | Demands coordinator & Store incharge  |

| 4 Year Recovery Officer Payments cash,Cheque,Bank Chq & Cash Deposit Important Doc etc… |
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| 4 Asst.Admin Officer Attendance Records, salaries Sheets,over time,vehicles fuel sheets,office maintenance ,office Bills & expenses Control, Tcs Records, Vender Bills, Employees Record & Requisition Forms,Final Setalments,Control Office supply bills Grocery ,Stationary Control,Vehicles All Records & Maintenance Records. |
| Office working and records keeping and minting of files Word & Excel. |
| * 3 Years ATEC Solutions CRO company Customers Handling with All Complaints and recovery Payments reporting.All payment Recovery and deposit Company account, company sale and recovery ladger daily check and reporting to mails. Software and word /Excel sheets maintain company recoveries.
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2024 Years continue OD Pakistan (O Donuts)work As a store incharge and demands coordinator include Kitchen demands, recipe qty control,raw materials, wastage control, donuts demands with software operating,All LHR OD donuts branches Demands maintain, Gross margin sheet works, Branch Stock audit packing,Bar material Physical check All reporting work to OD key Post officers. |

**SKILLS PROFILE**

**Computer Skills:**

| * Microsoft Word, Excel and Power Point - I extensively use these in preparing weekly/monthly status reports.
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| * I also use Internet (Microsoft office Outlook) for communicating with Internal Factory communication.
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**EDUCATIONAL PROFILE:**

| **Qualification** | **1-FA (Alama Iqbal open university)****2-Matric** |  |
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| **PERSONAL INFORMATION:** |   |  |
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|  Father’s Name : Muhammad Aashiq  |
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|  Date of Birth : 02/02/1990  |
|  Marital Status : Married  |
|  Religion : Muslim |
|  Nationality : Pakistani |
|  Domicile : Punjab  |
|  N.I.C. No. : 35201-8285158-1 |

**LANGUAGES**

| URDU  | ENGLISH |
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