

ATIF JAVED

House No # E-29 Street No # 04 Lane No # 03 Quaid E Azam Colony Dhamial Camp Near
Umer Bin Khitab Masjid Rawalpindi ·
Email · Atifjaved217@gmail.com ·

To seek organization where I can utilize the best of my skills and knowledge to drive it towards prosperity as well as to achieve a prominent position in development cadre.

PERSONAL PROFILE

Name	Atif Javed
Father Name	Javed Iqbal
D.O.B:	04 Nov 1991
CNIC:	37405-8988557-9
Religion:	Islam
Domicile:	Punjab (Rawalpindi)
Contact No:	0333-5368350 / 0304-5392066

Area Of Expertise

➤ **Inventory Controller & Accounts.**

- Serve in Jadeed Group on post of Accounts. Work experience as inventory controller and posting inventory and accounts transaction in field of Admin (General Items) and Poultry Feed Vaccine and Medicine Store.
- Knowledge of Posting Purchase order Notes, Good Receive Notes, Stock Transfer Notes, Stock Adjustment Notes and Balance Transfer Notes.
- Prepare the Monthly Inventory Closing.
- Work experience to manage Inventory from Head office to other projects.
- Work experience on **Sidat.Hyder Financial Accounting Software** for inventory controller from 2017. This software use for Accounting and Inventory Purpose in Jadeed Group from 2016.

➤ **Purchase Officer**

- Work experience as Purchas officer in Jadeed Group.
- Having good dealing experience with Supplier and direct purchasing from market for Company.
- Purchase poultry related items, general items, Uniform and accessories, machinery and Hardware items to fulfil demand of Jadeed Group all projects.(Farms ,Sales offices and Hatcheries)

Designation.

Join the reputable organization known as in **JADEED Feeds Industries (Pvt) Ltd.** on 21-FEB-2017 and still continue my job and duties. Jadeed Feeds deals in poultry and Feeds

- I have served on post of Inventory **Controller and Accountant** in JADEED Feeds Industries (Pvt) Ltd. From 2017 to 2020
- Now I am Serving on Post of **Purchase Officer** in JADEED Feeds Industries (Pvt) Ltd. From 2020 to 2021

EDUCATION

- Bachelor Of Science in Accounting & Finance (Continues)
- Graduation in B.A, from A.I.O.U in May-2017
- Intermediate in Arts from RAWALPINDI BOARD in Year 2015
- Matric from RAWALPINDI BOARD in Year 2008

Computer and Information Technology

- **Sidat.Hyder Financial ERP Accounting Software**
- Good communication and dealing with Higher management and Suppliers
- Ability of Team Work
- Work with full responsibility and honesty.

➤ **Educational Skills:**

- I.T Advance Course
- MS office

References:

- will be Provided if require

