

# Sami Uddin Arif

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*Address: AlAziziya District 1, Moelfeen Street, Opposite to Sameera polyclinic (Jeddah – Saudi Arabia)*

**Objective** To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and also helps me achieve personal as well as organizational goals & to achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world.

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## Marketing & Sales (2011 To Present)

**At Centronic International Est.**  
Electrical, Electronics & Industrial Supplies.  
(Jeddah, Saudi Arabia)

**Work  
Experience**

- Lead and educated on the showroom floor.
- Responsible for customer orientation and issuing of stocks by Invoices and inter branch transfers.
- Prepare and follows up purchase orders with suppliers local and international maintaining a regular update of the status of the outstanding orders.
- Receiving the stocks both local and International by Purchase order receiving and inter branch transfers.
- Discusses with salesmen regarding product requirement, searches computer or identify stock availability in warehouses or branches.
- Preparing Invoices to customers based up on the request from the sales personnel.
- Check all the daily invoices and credit note are in “Invoice History”.
- Daily revenue control check report i.e.: Credits sales and Cash sales + Returns Credit and Cash
- Daily Purchase invoice control check report details of daily PO’s supplier invoice numbers and details.
- Submit orders to factories prepare orders to refill the warehouse.
- Ensures that all aspects of the Inventory management are managed effectively and engage in the development of all Employees to achieve highest skill of standards.
- Dealing with special projects – produce quotations, order receipt, order fulfillment – from stock and supplies.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes organization mission by completing related results as needed.

## Customer Representative Officer (Jan 2009 to Jan 2010)

**at Pakistan Telecommunication Company Limited. (Karachi, Pakistan)**

- Address (identified) areas of error in billing (Receivables Invoice) to customers.
- Instigate and conduct special investigations of wrong billing (Receivables Invoice) to customers.
- Breakdowns in Billing systems or controls.
- Review wrong transactions which do not form part of the entity's Normal business.
- Prepare and submit a formal report on wrong billing, Recommendations and decisions to the board of directors Monthly.
- Check minutes of each meeting of the committee & sent to Board members and other relevant parties.
- Updates job knowledge by participating in educational opportunities.
- Accomplishes organization mission by completing related results as needed.

Education      **Bachelors of Commerce (BCOM) Bachelor's Degree/higher diploma  
from Karachi University    2008**  
**High School or Equivalent - Intermediate from Commerce  
from Karachi Board        2005**

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Certificates      

- **MS office  
Karachi – Pakistan**
- **Peach tree (Computerized Accounting)  
Karachi – Pakistan**
- **Certificate of Call center  
Karachi – Pakistan**

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Computer Skills      

- **All Operating Systems**
- **HMR - ( Management system)**
  
- **Web Browsing**
- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft PowerPoint**

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Personal Information      

- **Birth date : 06 Feb 1987**
- **Gender : Male**
- **Nationality : Pakistani**
- **Religion: Islam**
- **Languages: Urdu, English & Arabic(Beginner)**
- **Marital Status: Married**
- **Number of Dependents :4**
- **Enjoying Excellent Health**
- **Valid driving license of Saudi Arabia**