







CONTACT

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-  Pakistani

SKILLS

- Microsoft Excel
- Microsoft Word
- Effective communication
- Wrapping and boxing
- Team player

LANGUAGES

Punjabi Native

English B2
Upper intermediate

Urdu C1
Advanced

PROFESSIONAL SUMMARY

I am an energetic ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with, I am excellent at working with Others to achieve a certain objective on time and with excellence in a progressive organization.

WORK HISTORY

Warehouse Workers 06/2024 - Current
FedEx Logistic - Dubai, United Arab Emirates (UAE)

- Received and Track the shipments
- Prepare All orders for shipments
- Tag and Labels Merchandise
- Accommodate and carefully handle the fragile merchandise
- Enter data in inventory Logistics software programme

Assistant Manager Dispatch 01/2023 - 06/2024
Turbo Brand Factory - Faisalabad, Pakistan

- As a Dispatcher to act Monitoring inventory levels and replenishing stock as needed
- Receive requests, transmit messages and track vehicles
- Receive and dispatch orders for products or deliveries
- Operating Photocopies Fax Machine Scanner
- Enter data in computer system and maintain logs and records of calls activities and other information
- Fast typing with experience in data entry
- Developing and implementing inventory control systems and practices

Accountant 10/2020 - 11/2022
Abdul Raffay And Company - Faisalabad, Pakistan

- Tracking payments to internal and external stakeholders
- Preparing budget forecasts
- Processing tax payments and returns
- Manage all accounting transactions
- Handle monthly quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments

Computer Operator (Data Entry) 07/2018 - 09/2020
AAA FIN SOL PVT - Faisalabad, Pakistan

- As a Data Entry Operator to update and maintain information on our company database and computer systems
- Entering customer and account data from source documents within time limits
- Compiling verifying accuracy and sorting information to prepare source data for computer entry
- Generate reports store completed work in designated locations and perform backup operations

Bike Rider

01/2017 - 06/2018

Food Panda PVT - Faisalabad, Pakistan

- Using Google Map in Perfect way to Achieve the Targets and Fast Deliveries
- Collect and deliver the Packages Foods and Documents to various locations within a designated area
- Ensure Packages are deliver on Time
- Communicate with Customer and provide Excellent Customer Service
- Verifying addresses and Locations before each delivery to ensure that there is no Errors
- Carefully Planning Travel routes to ensure that packages are deliver to recipients in a timely Manner
- Securing packages to prevent Damage during Transit
- Collecting Payments as required and ensure that the correct amount has been received

EDUCATION

B.A, 04/2021

Govt.College University

I.com, 04/2016

BISE Faisalabad

Matriculation(Science), 04/2014

BISE Faisalabad