**SAJID SAEED**

A well-presented, highly personable and efficient event’s organizer with ability toward independently in a changing and multi-tasting environment with numerous and Competing deadlines. Having a strong customer service orientation and delivery focus and an active commitment to continuous improvement and quality standards. Excellent communication skills and comfortable working in a fast paced, hands-on, growth orientated work environment. Currently looking for a managerial position that offers variety and the opportunity to develop both personally and professionally

04.04.1985 PAKISTANI URDU, ENGLISH, PUNJABI MARITAL STATUS

**Birth Nationality Language Married**

# CONTACT

****

 **MOBILE NUMBER EMAIL ADDRESS RESIDENCE ADDRESS**

+92 3160260243

 +92 3432904656 aqeducations@gmail.com Al Rauf Royal City

 Flat no B-405/2,Block-19,

 Gulistan-e-johar Karachi

 **WORK EXPERIENCE**

  ** . The Spice Factory Restaurant (Chaupal)**

 July 2024 – To Date.Working as a Head Cashier,

 Job Responsibilities:-

Making Payments,Staff Salaries & Vendor Payments with Excel File Records

* **Second Wife Restaurant, Karachi.**

2019 – June 2024. Worked as a Call Center Manager

Job Responsibilities:-

Keeping Delivery petty cash record / E-Commerce / Financial Reports/ Riders Salary / Commission /Restaurant Customer Complains

* **Suaad Bakery, Karachi**

2018 - 2019. Worked as a Csr

Job Responsibilities:-

Keeping Delivery Records/Financial Reports/E-Commerce

* **Jamshed Akhter Technical LLC, Dubai U.A.E**

2016 - 2018 Worked as a Accountant General

Job Responsibilities:-

 Prepares Reports of Construction Materials/Transport/Staff Meal Report/Expenses .

**ACADEMIC QUALIFICATION**

* 1992 - 2002. Customs Public School Karachi.

**(SSC) Science**

* 2002 - 2004. Jinnah Govt College Karachi.

**Computer science**

**Computer & Network skills**

* **Hardware & Networking**

**Certified:** Troubleshooting PCs Hardware / windows &

Small business network setup.

* **Software**

Worked windows 1998 to win XP/win 10 MS Office,Freelancing,Data Entry

* **Computer Designing**

Canva,Freelancer

* **Additional Skills**

Install and manage LAN network

Installing configure small business setup

Trouble shooting PCs hardware,

Customer Care, Divaj Software,Cisepos Software,Bussiness Expert Software,Making Excel Reports.





