

MOHAMMAD ALI

HNO#10, LALARUKH COLONY, CHAKRI ROAD, RAWALPINDI

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Objective: To work in a reputable organization, where I can grow and succeed in the field of Freight forwarding and warehousing.

- **Education**

- Graduation, Lahore University 1998-99

- **Professional Experience**

Express Moyers (Pvt.) LTD, Islamabad.

February 2006 — still working

Job Title: As packing supervisor/ Warehouse in charge and atleast operations,

- To be at site for packing and supervise packers staff and make sure of the satisfaction of client . When I was supervisor. Making of inventory list of all packed items.
- Keep record of all inbound and outbound shipments of warehouse and report to seniors about them at time..
- Work on work word excel..
- Can operate fork lifter too..
- In operations I depute all workers and vehicles to places and jobs where they are required and keep all records in files so that nothing get missed..
- Make invoices too of the jobs which were done under my table.

Job Title: Packing supervisor in 2006-2008, Warehouse in charge from 2008-2013 and Manager Operations from 2013 to till now.

- Making availability of packing material before every job.
- Project Handling.
- Survey.
- Preparation of Quotation.
- Preparation of invoices.
- Working as a bridge between client and the company.

- **Specialties**

<ul style="list-style-type: none">• Excellent Communication Skills• Excellent in Follow Up• Quick Learner• Courteous	<ul style="list-style-type: none">• Emailing	<ul style="list-style-type: none">• Microsoft office• Time Management• Team Leader• Punctual
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- **Personal Details**

Date of Birth: 12th October, 1976.

Nationality: Pakistani.

Religion: Islam

Languages: Fluent in English, Urdu.

NIC: 37405-5062781-3