

Asher Aziz

Resume



Personal Details

ADDRESS:

H# H-5/11, Malir Ext.
Colony, Karachi

Mobile/WhatsApp

+92-313-2781526

Father name:

Aziz Masih

Religion

Christian.

E-mail:

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DATE OF BIRTH:

3-FEB-1993

NATIONALITY:

Pakistani

Operating System:

Windows 10 and 11
pro
Oracle / CRM

INTEREST:

Social Media
Cricket
Movies

LANGUAGE:

English and Urdu

Height & Weight

160 cm / 68 kg

MARITAL STATUS:

Married

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

EDUCATION

HSC-Intermediate Commerce in 2015 from Karachi Intermediate Board.
SSC from Ghazi foundation school 2010 Karachi.

WORKSHOP & CERTIFICATIONS:

- ❖ Attitude, Communication & Teamwork Training
- ❖ MS Excel Certified by Irfan Bakaly.

SKILLS

- ❖ Microsoft Office
- ❖ Oracle (Enterprise Asset Management)
- ❖ CRM (Customer relationship management)
- ❖ Inventory Controller
- ❖ Time Management
- ❖ Computer Proficiency
- ❖ Multi-tasking

PROFESSIONAL EXPERIENCE

9 months (2024) working at UBL Insurers as a **Re-Insurance Officer**

Key Responsibilities:

- ❖ Making Foreign and local payments to various Re-Insurers and Brokers.
- ❖ Doing distributions on fire class.
- ❖ Managing transactions and making excel sheets of payments accordingly.
- ❖ Managing all record of payments in excel sheet.
- ❖ Making statements of accounts as per higher management requirements.
- ❖ Email Correspondence.
- ❖ Handling Re-Insurance queries via call and email support.
- ❖ Working on raw data and put it into excel as per manager requirements.

3 years (2020-2023) worked at TPL Trakker as an **EAM Executive (Inventory Controller)**

Key Responsibilities:

- ❖ Manage the Inventory (System Bin) so we can match the physical count & systematically count Of inventory.
- ❖ Email Correspondence.
- ❖ Other Oracle Activities for devices (Transfer / Receiving)
- ❖ Assigned the Device on every container & Vehicle.
- ❖ Audit all inventory once in a month.
- ❖ Reconciling counts and stocking and distributing supplies
- ❖ Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.

3 Years (2017-2019) worked at TPL Trakker as a **Supply Chain Executive (Store Keeper)**

Key Responsibilities:

- ❖ Manages inventory tracking system to record deliveries, shipments and stock levels.
- ❖ Evaluates deliveries, shipments and product levels to improve inventory control procedures.
- ❖ Develops business relationships with suppliers and clients.

3 Years (2014-2016) Worked at Helium PVT as a **Customer Service Executive (Sales)**

Key Responsibilities:

- ❖ Help customers with complaints and questions.
- ❖ Give customers information about products and services
- ❖ Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- ❖ Responding promptly to customer inquiries.
- ❖ Acknowledging and resolving customer complaints.
- ❖ Processing orders, forms, applications, and requests.
- ❖ Keeping records of customer interactions, transactions, comments, and complaints.