



Curriculum Vitae

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Sharjah UAE
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Career Objectives

- To pursue a career in a reputable organization, which offers professional environment and opportunities for career development where my attributes/skills can be utilized in various capacities.
- I am young energetic and enthusiastic person ready to accept any challenge looking for excellent career and growth through hard working.
- To work honest and hard for the good name of organization and mutual benefits.

Competencies

- Hardworking
- Enthusiastic
- Reliable
- Responsible
- Positive Attitude

Working Experience

- 4 years as an operation manager in Abraj al Nisr General Trading LLC (2018 till date)

Responsibilities:

- 1, To keep an eye on daily sales on ecommerce platforms
- 2, To update inventory on daily sales
- 3, To arrange stock from market locally or internationally based
- 4, To organize the stock in Warehouse
- 5, To make strategy to increase daily sales on ecommerce platforms
- 6, Handling customers complains and late orders.
- 7, To follow up with suppliers and market research on new products

- 2 years as a CSR in Digicom Traders (Call center agent)

Responsibilities

- 1, To receive calls on daily bases based on customer issues
- 2, Resolve their queries, complains

- 3 months as a CSR in ishopping.pk an ecommerce website

Responsibilities

- 1, To follow up customers orders , late dispatched and complains.
- 2, To satisfy customer if having any issue or order complain
- 3, Follow up for refund to customer if order has been cancelled

Academic Qualification

- Intermediate : Pre-Medical (Karachi Board)
- Matriculation : Science (Karachi Board)

Personal Data

- Father's Name : Mazhar Ahmed (Late)
- Date of Birth : 11.02.1990
- Religion : Islam
- Martial Status : Married
- Nationality : Pakistani
- Language : Urdu, English
- Passport: : FW0844611
- Expiry of visa: : 23-02-2025

Computer Skills

My skills are fluent on the following application operation system.

Application : Ms. Word, Ms. Power Point, Ms. excel.
Basic Knowledge : Internet, E-mail and office management.
Operating System : Window XP,
Knowledge about MS Office, Graphics , Internet Surfing & Browsing

Reference

Available on Request.