



Jahanzaib Bhurgari

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ABOUT ME

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

WORK EXPERIENCE

Inventory manager

Kifayat Publishers [01/03/2022 – 30/06/2022]

City: Karachi

Country: Pakistan

- Administered inventory operations, identified quality and quantity issues, as well as replaced and returned defective merchandise to maintain required stock level.
- Facilitated in mitigating liability through developing and executing employee training on safety and security protocols and enhancing staff performance by appraising job results, counseling workforce, and disciplining substandard conduct.
- Analysed and corrected hardware/software/network issues.

Outbound telemarketer

STG International [01/04/2022 – 31/08/2022]

Address: 37th St, Karachi Memon Co-operative Housing Society Umar Colony, 75500 Karachi (Pakistan)

- Contacted potential clients via phone in order to introduce company's products and services, ensuring the great customer experience (made more than 200 calls per day).
- Maintained customer information and documents; obtained names, addresses, payment methods; entered data into software and processed purchases.
- Developed and implemented more effective customer persuasion techniques and strategies; trained new personnel and helped other agents.

Cost accountant

Sindh Government Hospital [01/01/2016 – 01/01/2017]

City: Hyderabad

Country: Pakistan

- Performed monthly maintenance and expense report.
- Interpreted and communicate operations related information, both verbally and electronically.
- Print and distributed physician mail and duty roster.
- Made the appropriate adjustments to the job processing schedules, to ensure that all patient care and business applications maintain a +95% system availability rate.

EDUCATION AND TRAINING

Bachelor of Electronics

University of Sindh [01/01/2017 – 31/12/2020]

Address: Allama I.I.Kazi Campus, University of Sindh, Jamshoro, Sindh, Pakistan, 76080 Jamshoro (Pakistan)

Website: usindh.edu.pk

Field(s) of study: Engineering, manufacturing and construction: *Electronics and automation*

LANGUAGE SKILLS

Mother tongue(s): **Sindhi**

Other language(s):

Urdu

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING C1 READING C2 WRITING C2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Accounts Payable and Receivable (AP/AR) / Finance management / Bookkeeping / SPSS/STATA/SAS software proficient / Distribution and warehousing / Overseeing logistics / Staff supervision / Shipping and receiving / Quality Assurance / PCB design / OrCAD / Schematic capture and layout / 3 axis machining / CNC programming / Manual and CNC turning / Fanuc operating systems / Microsoft Office proficiency / Excel spreadsheets / Data entry

DRIVING LICENCE

Driving Licence: B 08/02/2022 – 07/02/2027