



Zeshan Qasim

📍 **Home** : Eid Ghah road Muhala rasool pura phool nager, Madina Colonie Phool Nager, 092, Phool Nager, Pakistan

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Passport: R7574392 **Work permit:** Pakistani **Gender:** Male **Date of birth:**

28/08/1994 **Place of birth:** Phool Nager, Pakistan **Nationality:** Pakistani

ABOUT ME

My name is Zeshan Qasim from Pakistan, and I am working as a Distribution Manager & Data Entry operator at Imran Brothers Phool Nager Pakistan last 4years. I am confident in my ability to Provide excellent work in my field and contribute to team success. My experience in sales field and office management above to 10years. I committed to staying up to date in my work and trying to grow your business.

WORK EXPERIENCE

[02/12/2013 – 31/05/2014]

Store Keeper

Gujjar Bakers & General Store

City: Phool Nager | **Country:** Pakistan

Create Sale invoices, Purchasing, Merchandising, Inventory control,

[29/06/2014 – 11/01/2016]

Order Booker

Imran brothers

City: Phool Nager | **Country:** Pakistan

Create Order from Market and enter in Distribution sale mobile device, Manage Customer complains

[11/02/2016 – 30/10/2017]

Warehouse manager

Imran Brothers

City: Phool Nager | **Country:** Pakistan

Manage whole warehouse operation like as unloading truck, Inventory control, Lifo vs Fifo, and other operations related to warehouse.

[01/11/2017 – 11/12/2018]

Computer Operator

Nestle Distribution Lahore

City: Lahor | **Country:** Pakistan

Create Sales and Purchase invoices, manage office documents, Petty cash, Owner help for operate distribution

[10/01/2019 – 14/08/2021]

Data entry clerk

S&s Distribution House

City: Lahore | **Country:** Pakistan

Organized File, Emails, Create Reports from Distribution software, Sales Invoices, Purchasing, Inventory Control,

[25/09/2021 – Current]

Distribution Manager

Imran Brothers

City: Phool Nager

Operate Distribution, Purchasing, Achieve Sales target, Create reports for sale purpose, Data Analys, Taxation,

Daily Metting with sale team to improve sale, manage market Complains, solve employs complains, petty cash

EDUCATION AND TRAINING

[01/01/2009 – 31/12/2010]

Matric

Govt high school#1 phool nager

City: Phool Nager | **Country:** Pakistan | | **Level in EQF:** EQF level 4

[01/01/2011 – 31/12/2012]

Diploma In Commerce (D.com)

Govt Digree Collage of commerce Pattoki

City: Pattoki | **Country:** Pakistan | | **Level in EQF:** EQF level 6

[07/03/2013 – 14/07/2013]

Basic Computer Knowledge

Lums Collage Pattoki

City: Pattoki | **Country:** Pakistan | | **Level in EQF:** EQF level 3

LANGUAGE SKILLS

Other language(s):

Urdu

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

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

DIGITAL SKILLS

My Digital Skills

Ms Office | Mictrosoft Word | Microsoft Excel | Outlook | LinkedIn | Gmail | Social Media | Google Drive | Any Desk | Sales Flo | Ituch Oracle sales software | Team Viewer | Smart Distribution sales Software

HONOURS AND AWARDS

[10/05/2016]

NPDMS (Nestle Pakistan Data Management System) Awarding institution: Nestle Pakistan LTD

Nestle It Support Servex team issue me a certificate with the name of NPDMS in 2016 for best performance.