




Fahad Afzal



Personal details

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 Hor Al Anz Near Abu Bakar
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Visa Status

- Passport No: MV1514341
- Passport Expiry: 09-Jan-2032
- Visa Status: Tourist Visa
- Visa Validity: 17-April-2023
- Nationality: Pakistan

Skills

Strategic planning	●●●●●
Microsoft Office	●●●●●
Microsoft Excel	●●●●●
Digital Marketing	●●●●●
Database Management	●●●●●
Quickbook	●●●●●
Data Analyst	●●●●●
Computer Skills	●●●●●

Languages

English	●●●●●
Urdu	●●●●●
Hindi	●●●●●

Profile

Skilled in planning and organizing with the ability to complete tasks on a deadline. An independent worker who successfully meets the challenges of a fast-paced environment providing data entry and administrative support to a large department. Sound knowledge of database management tools and data entry technologies. A hard-working, passionate, self-driven, and motivated individual with more experience in marketing and sales in Pakistan. Have an excellent knowledge and understanding of sales concepts. I'm also in the process of developing my skills as a Social media marketer and am interested in computers. Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization.

Employment

Office Administration-Sales

Apr 2021 - Jan 2023

MH Ningbo Pakistan (Like MS Group Textiles UAE)), Sialkot

- Spearheaded all data entry duties and responsibilities for family-owned but international lighting manufacturers, and entered over 1,000 records per day.
- Entered all customer orders and shipping/tracking records with over 99% accuracy. Received frequent commendations from CEO/company owner.
- Performed data entry for all invoices, mailings, and POs. Increased speed of all data entry tasks by 28% over the previous data entry clerk.
- Used MS Office daily, including Outlook and Excel.
- Devised several MS Excel macros to automate repetitive tasks. Increased efficiency by 33%.
- Used Quickbooks and 10-Key typing to enter invoices and receipts. Checked all paper documents for errors first, with 99.9% accuracy.

Assistant Freight Forwarder-Sales

Jan 2020 - Feb 2021

Abos industry Sialkot(textile Apparel Exporter), Sialkot

- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship).
- Receive and process warehouse stock products (pick, unload, label, store).
- Perform inventory controls and keep quality standards high for audits.
- Keep a clean and safe working environment and optimize space utilization.
- Complete purchase orders for an external supplier.
- File bills of lading, Verify inventory information.
- Prepare reports, and assist with other administrative duties as needed.

Document Controller/Admin

Jan 2017 - Dec 2018

Riser builders Pvt Ltd, Sialkot

- Responsible for receiving, logging, and distributing all technical documents and assisting in the coordination and monitoring of administrative activities to facilitate and expedite the workflow.
- Set up/assist document control filing system.
- Maintaining all files within the Filing Department
- Opening new files in accordance with PQP for each new project
- Maintaining all tracking records and ensuring that they are initialed when a file is taken from the filing room
- Chasing up each individual for the return of files
- Maintaining all Tender Documents and ensuring originals are not taken from the filing room

Qualities

- HardWork
- Time Management
- Quick Learner
- Short Hand
- Leadership
- Proactive

Hobbies

- travelling
- Reading
- Cooking
- Charity

Internships

Warehouse Assistant	Jan 2017 - Apr 2017
ADAS Instruments, Sialkot	
<ul style="list-style-type: none">● Received, moved, checked, and stored incoming goods and ensured they are of accurate quantity, type, and acceptable quality.● Packaged and labeled products before they are dispatched.● Selected space for storage and arranged for goods to be placed in the proper areas.● Made sure that daily inventory processes are completed on the same day.● Loaded and unloaded vans, trucks, and other transportation vehicles.	

Education

LLB Hons	2016 - 2021
University of The Punjab, Sialkot	
Bachelor in Arts and management	2016 - 2018
University of Sargodha, Sargodha	

Courses

Fundamental of Digital marketing	Sep 2021
English Proficient Course	Jun 2014