



JAWAD SADEEQ

Logistic Executive | Supervisor

My Contact

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Hard Skill

- Customer Care Representative
- MS Office
- Computer Operator
- Freight Forwarding
- Web Browsing

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Time Management

Education Background

- **University of Agriculture Peshawar**
Bachelor of Science in Information Technology
Completed in 2019
- **Peshawar Model Degree College Boy-II**
Fsc (Pre-Engineering)
Completed in 2013
- **Peshawar Model School Boys-V**
Science
Completed in 2011

Languages

- English
- Urdu
- Pashto

About Me

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

Professional Experience

Daraz | Fleet Supervisor

Sept, 2022 - April, 2023

Key responsibilities:

- Communicating with dispatch to ensure that riders have accurate information about their routes
- Establishing procedures for employee performance evaluations
- Interviewing and hiring new employees, including performing background checks as needed
- Reviewing safety reports to identify opportunities for improvement
- Assigning routes to drivers based on traffic patterns, customer needs, and other factors

Leopards Courier Services | Fleet Processor

May, 2021 - June, 2022

Key responsibilities:

- Planning delivery timetables
- Overseeing the ordering and packaging process
- Tracking products through depots to make sure they arrive at their destination
- Overseeing arrival of shipments

Achievements

Nov, 2023 Best Behaviour Award

Visa Status

From 2 June till 31st July 2023