

MUHAMMAD HAMMAD AFRIDI

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CAREER OBJECTIVE:

My aim is to attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization.

PROFESSIONAL EXPERIENCE:

Professional Summary:

- Total 3 Years of experience, in customer service representative and logistic associate & transportation executive willing to go the extra mile to meet tight deadlines and reach company goals.
- Well versed in logistics, operations, documentation, warehousing and transportation.
- Extensive knowledge of documentation and custom regulations. Managing inventory, Shipment tracking and tracing.

NOON E-COMMERCE UAE April 2023 - Present

Logistics Associate / Transportation Executive (logistics and supply chain management)



Responsibilities :

- Logistics associates assist in the management of an organization's logistics systems.
- Coordinate the shipment and distribution of goods, inspect goods and materials, track shipments, manage inventory, and communicate with customers and third-party services.
- Coordinate with vendors, customer service representatives, and clients, while maintaining ongoing client relationships.
- Oversee all logistics activities, including scheduling and tracking of all shipments, while ensuring cost-effective transportation.
- Program and attend meetings; follow up on action items.
- Plan, coordinate, and implement logistics events.
- Perform administrative support related to logistics.
- Maintain and update shipping and inventory records.
- Track and manage shipping and receiving costs.
- Oversee warehouse operations, including inventory; clean, maintain, and organize warehouse to ensure maximum space utilization.
- Maintain and update warehouse inventory: verify and process orders.
- Update warehouse asset records.
- Meet or exceed warehouse and customer service standards.
- Perform other duties as assigned.
- Handling customer service and complains.
- Transportation executive is responsible for coordinating daily deliveries and communicating with drivers to ensure deliveries are completed on time and following all regulations. Transportation dispatchers manage tasks like assigning loads to drivers and vehicles, planning routes, scheduling drivers, and tracking driver performance.
- Having hands of experince in handling export and import shipments.

UNITED BANK LIMITED (UBL)

Cash Officer

Sept 2022 -Mar 2023



Responsibilities:

- Expertise in managing six Different Currencies which includes.
- USD GBP EURO SAR AED and PKR Smartly cash receiving and payment dealing with cash
- processing cell (CPC).Payment of Foreign Remittance i.e COC western Union RIA AL Ansari Etc.
- Safeguard the cash vault, stationery, and ATM, while processing transactions, in order to maintain security and reduce the banks' exposure to undue

RCI MOTORS

Assistant Admin Accountant

August 2021-August 2022



Responsibilities:

- Preparing monthly and annual accounts.
- Corporate document maintenance.
- Processing employee expenses receiving and storing invoices. • Using digital systems to keep records and create payments.
- Preparing and posting journals.
- Logging daily entries in accordance with accounting policy.

PERSONAL INFORMATION:

- Name: MUHAMMAD HAMMAD AFRIDI
- Date of Birth: 13-08-1999.
- Gender: Male
- Nationality: Pakistani
- Religion: Islam
- Marital Status: UN Married
- Visa Status: Employment Visa
- Language Known: English, Urdu, Hindi.

EDUCATION & CERTIFICATIONS

Bachelor of Business Administration

Kohat University of science and technology

ACADEMIC YEAR

2022

KEY SKILLS

- MS Office
- MS Excel
- QuickBooks
- Financial Statements
- Basic Accounting
- Value Added Tax
- Accounting Software
- Payroll

I declare and state that all the above particulars furnished by me are true and correct to the best of my knowledge.

DATE:

MUHAMMAD HAMMAD AFRIDI