MUHAMMAD AMIR SHEHZAD

⌖ J2 ZENITH HOTEL APPARTMENTS, DUBAI, UNITED ARAB EMIRETS 000000

☎ +971507104955

✉ Chamirgujjar888@gmail.com

🎁 8th sept 1996

Professional Summary

To pursue a challenging career in a growth-oriented organization, which focuses in a culture that is performance-driven, diverse, and learning-oriented, and globally suited.

Work History

10.2023 – Present

Relationship Manager;
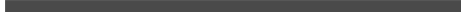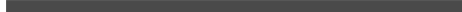
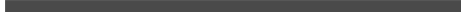Rare Globex Information Services LLC - Dubai, United Arab Emirates

- Conducted regular performance evaluation and provided constructive feedback to drive individual and team growth.
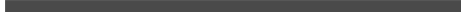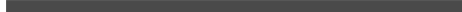- Encouraged collaboration and knowledge sharing among team members to enhance productivity and effectiveness.
- Skillfully handle customer interactions with professionalism and empathy, resolving issues and providing support to meet their needs.
- Successfully secure deposits from customers by presenting compelling value propositions and offering tailored financial solution;

10.2018 - 08.2023

Logistics coordinator;

Silk Logistics & Cargo Shipping Islamabad – Pakistan.

- Coordinate and monitor supply chain operations
- Ensure premises, assets and communication ways are used effectively
- Utilize logistics IT to optimize procedures
- Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction

Education

03.2022 — Bachelor in Business Administrative (Major Logistics & Supply Chain) Bahria University Islamabad, Pakistan

08.2018 — Graduation In Computer Science BZU Pakistan

07.2014 — FSC (Non-Medical) BISE Dera Ghazi Khan, Pakistan

08.2012 — Matric, Science, BISE Bahawalpur, Pakistan

Skills

- Records and database administration
- Reporting and documentation
- Client relations
- Problem Solving Ability
- Employee training and development
- Preventative maintenance
- Innovative and Creative
- MS Office

Languages

English
Fluent

Urdu
Native

Punjabi
Native

Personal Details

Nationality: Pakistani
Passport: XS5153931

Marital Status: Single