

## EXPERIENCE

### Daraz ( Logistics Lazada)

2021 - 2022

#### Supervisor

##### Key Responsibilities

- Managing workflow.
- Training new hires.
- Creating and managing team schedules.
- Reporting to HR and senior management.
- Evaluating performance and providing feedback.
- Helping to resolve employee issues and disputes.
- Allocation Of Shipment To Courier
- See The Working History Of Courier Day By Day
- Manage The Cash Records

### Muller And Phips Logistics COD Courier PVT LTD Pakistan

2022 - 2023

#### Operation Assistant

##### Key Responsibilities

- Arrange outgoing shipments
- Process incoming shipments
- Managing shipping files
- Prepare report And Send To HR
- Manage Transportation schedule
- Maintaining facilities
- Deal With Customer
- Data Entry Of New Incoming And Out Going Shipment.
- Dealing Emails Of Costumer Complainece

## EDUCATION

### Govt college of technology swabi

2021

#### Diploma of information technology

Grades - **1044/1100**

### The Peace College Swabi

2021

#### FS.c Pre Medical

Grades - **803/1100**

### Govt High school

2020

#### Matric Science

Grades - **814/1100**

## REFERENCE

#### Daraz Swabi - Supervisor

Daraz

E : swabilmpartner@gmail.com

M : 03189074775

#### Branch Incharge GDN - Operation Assistant

Muller And Phips Logistics COD Courier PVT LTD Pakistan

E : GDN@mulphilog.com

M : 03499025148

## ADDITIONAL INFORMATION

- Father Name Muhammad Qadar
- Date of Birth 01-03-2004
- Nationality Pakistani
- Passport No GZ1740301
- Issue Date 15-Nov-2023
- Expiry Date 14-Nov-2028
- Vissa Status Visit Vissa
- Marital status Un-Married

## DECLARATION

### Declaration

I certify that the information provided in this resume is true and accurate to the best of my knowledge.



## MUHAMMAD ILYAS

Zaida Swabi

E: pk281208@gmail.com

M: +971581147181

DOB: 01 March 2004

## OBJECTIVE

Seeking A Challenging in a reputed organization where i can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where i can make the best of my potential and contribute to the organization's growth.

## SKILLS

- Microsoft Office
- Communication skills
- Window Installation
- Team work
- Typing 30+
- Data Entry
- Petty Cashier
- Responsible
- Dealing Emails
- Problem Solving
- Organize
- Costumer Experience
- Presentation
- Strategy skill
- Hard Working
- Critical Thinking
- Management
- Leadership
- Configuration
- Software Installation

## INTERESTS

- Reading Books
- Marking
- Searching New Things & Ideas