

# Naveed Hassan

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Dubai, United Arab Emirates

## About

An Enthusiastic and energetic, educated to degree level. Seeking a challenging and varied Position that will enable me to capitalize on my professional

Experience, with opportunities  
For personal and professional growth.

## Work Experience



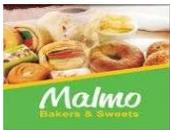
December 2019 – April 2024

### Export Officer

US Denim Mills PVT Ltd, Pakistan

### Responsibility

- Collecting and Checking Sales Contract from Marketing Department
- Arrangement of all kind of logistic and dispatch
- Arrangement of Vehicle and complete follow up till shipment.
- Custom Documents Preparation
- B/L Draft Preparation
- Preparation of Bank Documents
- Insurance Policy Follow up.
- Prepare Monthly Sales Tax Documents
- Issue Certificate of Origin from office of Lahore Chamber of Commerce and Industrial



July 2017 – December 2019

### HR and IR Officer

Malmo Sweets, Pakistan

### Responsibility

- Looking all process of Recruitment
- Compile All Record of Employees Process Documentation and prepare reports relating to personal activities staffing Recruitment
- Coordinate communication with candidates and schedule interview
- Conduct first Interview
- Orientation of new employees
- Guide new Employees about their work Responsibilities.
- Generating Monthly Salary of all employees
- Generating Final Settlement of all resigned employees
- Make Advance Loan Application
- Annual leave pays as per company policy



May 2016 – July 2016

**Internship**  
US Denim Mills, Pakistan

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## HR and Admin department Responsibility

- Personal filing of all employees
- Hiring procedure implementation.
- Gate inward and outward slips checking.
- Solve the issues of employees during their work hours.
- Solve the issues about their medical facilities.
- And other General Administration

## Educational Qualifications

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2013 – 2017

### **Bachelor of Business Administrator**

University of Sargodha, Pakistan

## Software skills

### **Operating systems**

Windows & Mac

### **Microsoft Office Suites**

Excel, Word

## Personal Details

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### **Nationality**

Pakistan

### **Date of Birth**

09th December 1994

### **Marital Status**

Single

### **Driving License**

Valid Pakistan driver's license

### **Languages**

English, Urdu, Hindi.

### **Current Location**

Dubai, UAE