

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



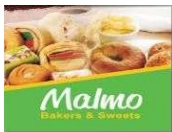
December 2019 – April 2024

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

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

2013 – 2017

Bachelor of Business Administrator

University of Sargodha, Pakistan

Software skills

Operating systems

Windows & Mac

Microsoft Office Suites

Excel, Word

Personal Details

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