



Jahanzaib Bhurgari

Nationality: Pakistani **Date of birth:** 18/09/1994

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Home: House no 129 Kamora Colony , 67450 Nawabshah (Pakistan)

ABOUT ME

1. I am able to handle multiple tasks on a daily basis.
2. I am a dependable person who is great at time management.
3. I have experience working as part of a team and individually.

WORK EXPERIENCE

Inventory manager

Kifayat Publishers [01/03/2022 – 30/06/2022]

City: Karachi | **Country:** Pakistan

I administered inventory operations, identified quality and quantity issues, as well as replaced and returned defective merchandise to maintain required stock level.

I facilitated in mitigating liability through developing and executing employee training on safety and security protocols and enhancing staff performance by appraising job results, counseling workforce, and disciplining substandard conduct, i have also analysed and corrected Hardware/Software/Network issues.

Outbound telemarketer

STG International [01/04/2022 – 31/08/2022]

Address: 37th St, Karachi Memon Co-operative Housing Society Umar Colony, 75500 Karachi (Pakistan)

- Effective with people who may be angry at receiving an unsolicited call at home.
- Good product knowledge to present products effectively and answer prospects' questions accurately.
- Good knowledge of telephone and computer systems to use call center systems efficiently.

Cost accountant

Sindh Government Hospital [01/01/2016 – 01/01/2017]

City: Hyderabad | **Country:** Pakistan

I performed monthly maintenance and expense report.

I interpreted and communicate operations related information, both verbally and electronically.

Print and distributed physician mail and duty roster.

Made the appropriate adjustments to the job processing schedules, to ensure that all patient care and business applications maintain a +95% system availability rate.

EDUCATION AND TRAINING

Bachelor of Electronics

University of Sindh [01/01/2017 – 31/12/2020]

Address: Allama I.I.Kazi Campus, University of Sindh, Jamshoro, Sindh, Pakistan, 76080 Jamshoro (Pakistan) | Website: usindh.edu.pk | Field(s) of study: Engineering, manufacturing and construction: • Electronics and automation

LANGUAGE SKILLS

Mother tongue(s): Sindhi

Other language(s):

Urdu	English
LISTENING C2 READING C2 WRITING C2	LISTENING C1 READING C2 WRITING C2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2	SPOKEN PRODUCTION B2 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Social Media / Outlook / Data Entry & Organization of Data / Office administration management

DRIVING LICENCE

Driving Licence: B 08/02/2022 – 07/02/2027