

Muhammad Sheroz

Hor Al Anz, Dubai- United Arab Emirates

Contact # +971 56 2786 253

E-mail: Sheroz1516@gmail.com

Visa Status : Employment Visa

Passport No : LY5156392



OBJECTIVE:

With to build a career in well reputed company in a challenging field to contribute in the growth & development of the organization and feel pleasure to have an opportunity where my abilities might be professionally utilized.

PERSONAL INFORMATION:

- Father Name : Muhammad Ali
- Date of Birth : 29th May 2000
- Marital Status : Single
- Religion : Islam
- Nationality : Pakistani
- CNIC # : 42301-3470639-9

ACADEMIC QUALIFICATION:

- High School from Karachi Board.

WORKING EXPERIENCE:

- **Customer Service Representative in Fashion Arena. (3 Months)**
- **Data Entry Operator in Dropship Logistics (Part Time) (2019-2021)**

RESPONSIBILITIES:

1. Enter all consignee details of new shipments in excel file to make the bookings on vendor portal for forwarding to 3rd party courier.

- **KFC Team Member. (2020-2021)**

RESPONSIBILITIES:

1. Maintain Inventory of all products on daily basis
2. Receiving Goods.

- **First-Mile Supervisor in Swyft Logistics. (Dec 2021 – Oct 2022)**

RESPONSIBILITIES:

1. Assign Employees To Specific Duties.
2. Organize Transportation Activities, Including Storage Of Goods, Managing Information Accrued From Point Of Origin To Delivery
3. Coordinate And Track Movement Of Goods Through Logistic Pathways.
4. Responsible For Overseeing The Entire Supply Chain For A Company
5. Developing And Maintaining Relationships With Vendors To Ensure They Deliver High Quality Products At Competitive Prices

- **Seller Support Executive in Leopards Courier Service. (3 Months Contract)**

RESPONSIBILITIES:

1. Look after all the complaints tickets of assigned zone.
2. Resolving the tickets by coordination with the destinations Supervisor and Managers as per company SOPs.
3. Weekly reporting to the manager on the critical complaints of the shipments.

- **Housekeeping in Emrill Services LLC. (Nov 2023 – Present)**

STRENGTH:

- Hardworking, Dedicated and Punctual.
- Strong grip on Computer
- Microsoft Office (Excel Formulas)
- Microsoft Outlook
- Mailing
- Quick Learner

REFERENCE:

Will be furnished upon request