#### **C:\Users\Hamdan\Desktop\uzair pic.jpguzair pic****Objective:**

Muhammad uzair

#### **Contact: 00971507002714**

**E-Mail: uzairanwar90@gmail.com**

**Enterprising leader & planner with a strong record of contributions in streamlining operations, invigorating businesses, heightening productivity, systems & procedures; seeking challenging assignments in Courier delivery with a leading organization of repute.**

**PROFILE SUMMARY**

Working in  **ALI & SONS HOLDINNG LLC:** as a driver currently working.

Two years’ experience in reputed Company **Al HADAF ALJADEED sanitary company LLC**

with in good and excellent record and such a good performance and 100% work can do daily basis.

**PERSONAL DETAILS**

**Name: : Muhammd Uzair**

**Father Name: : Muhammad Anwar sabir**

**Religion: : Islam**

**Nationality: : Pakistani**

**Passport No: : WK1795133**

**Marital Status: : Single**

**Dubai Driving License : 16-07-2025**

**Visa Status: : Employment visa with NOC**

**ORGANIZATIONAL EXPERIENCE**

Al HADAF ALJADEED sanitary company LLC

* with **2 years** of expertise in Cashier comprising of sourcing.
* To maintain log of events on receipt of complaints from the branch and keep the log update through Cash Management.
* Keep track/ MIS of all complaints and necessarily follow up in case of any delays.
* Coordination between the venders for speedy resolution Electrical work (power issues) air conditioning, repairing / ordering etc. Related Vehicle Maintained.

Al HADAF ALJADEED sanitary company LLC

(OCT 2021 to till Present):

* + **Activities:**
* Picking up packages from the sender
* Delivering packages to the recipient
* Taking responsibility for high-value or confidential items
* Accepting payments for the items
* Filling out paperwork about completed deliveries.
* Getting signatures from recipients upon delivery
* Answering questions and providing customer service to people who use the courier service.
* Working with dispatch to get to the right locations.

#

Driver cum office Assistant Transguard group LLC.

Driver, Mar 2014 - Apr 2017

Driver cum office Assistant Transguard group LLC.

**Responsibilities:**

Reporting to Company’s Managing Director regarding daily sales and purchase. Sales and Issue sales order accordance Company requirements sales items.

Purchase and sales check through purchase and sales orders, invoices, By date, Rate, Qty, Discount, Special delivery term, and credit days.

Monitor all direct deliveries of Customers and co-ordinate with suppliers to ensure that all items are delivered on time.

Monitoring and reconciliation of General debtor ledger on weekly and monthly basis. Collect cash payments and Cheque from Customer.

Introduce new product to the Dealer’s and Customer’s.

**Rehman Medical Institute Pakistan**

Warehouse assistant, Feb 2012 - Feb 2014

**Responsibilities:**

Keep a record of all complaints in a proper way to ensure itemized. Taking all Orders related Customers required.

Keep track of all complaints and follow up in case of any delay.

Orders. To give an honest and feedback on day to issues pertaining to customer Orders.

To frequently coordinate with the line manager regarding improvisation of all resolving complaints. Business correspondence with all the suppliers in order to purchase products related Food Items.

### ACADEMIC DETAILS:

* Sawati Public School, Peshawar, Pakistan
* Matric, 56%, 2005
* Profession college of commerce, Pakistan
* FSC, 60%, 2008
* MS Office Suit (EXCEL, WORD PROCESSOR, POWER POINT

### INTERNET.

**Extra- Curricular Activities**:

* + - Volleyball
		- Show Jumper
		- Sports (Martial Arts & Gym)
		- Travelling
		- Reading