

Cover letter for job

Respected Management;

As a highly skilled project manager with 7 years of experience in different organization. I am writing to express my interest in your organization as a (floor executive). My experience aligns well, as I have worked in different management for several years with a prominent retailer, and I know I would make a valuable addition to your team.

Moreover while my previous position afforded me a well-rounded skill set, including excellent relationship building and time management skills.

Sincerely.

Umair Humayoun

Contact no; +92333-3001354

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RESUME

UMAIR HUMAYOUN

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ground street no 1 house no 10 kohat 26080
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OBJECTIVE:

To pursue a career that leads to professional and personal development in a dynamic organization, values its human resource and rewards performance and where I can utilize and improve my professional behavior with effective way.

A challenging position provides an opportunity for learning and utilize my knowledge, abilities and will power to the full extent possible to satisfy the executives who believe, really on me. I want to make my place in this new era and visualize where my steps and how much further I have to go for achievement.

ACADEMIC QUALIFICATION:

- **B.Com** from Dadabhai Institute of Higher Education, Karachi.
- **Intermediate (Science)** from Board of Intermediate Education Karachi.
- **Matriculation (Science)** from Board of Secondary Education, Karachi.

PROFESSIONAL SKILLS:

- Fully exposed to web browsing techniques and electronic mailing.
- Office (Word, Excel, Power Point).
- Peach Tree Accountant Internet Browsing.
- Full influence on computer software.
- Possess good written and oral communication skills in English & Urdu.
- Can think quickly and creatively to give solutions.
- Call center floor supervisor management and etiquette.
- Warehouse executive and supply chain management.
- Security supervisor and ground handling management.

PROFESSIONAL EXPERIENCE:

- 2 Years' Experience in **National Bank of Pakistan Call Centre** as a **CSE (Customer Support Executive)** & 6 Months Experience in the Department of ATM Monitoring.

Responsibilities:

- To support the customers entertained them.
- How to use the ATM Card.
- To activate for transactions.
- To generate the complaints against our services.

- 1 Year Experience in **PTCL Call Centre** as a **Customer Care Representative**.

Responsibilities:

- To analyze the team, how to facilitate the customer on call.
- To take an order for land line services & internet services to provide better services against company policies to generate the complaint against internet service & land line services.

RESUME

- 1 Year Experience in *Imtiaz Super Market Central Warehouse* as a *Dispatch Officer*.

Responsibilities:

- Supervising Team of 50 members in processing department.
- Supervision of 50 employees of warehouse for packer & helper.
- To look after staff overtime and attendance management.
- Follow ups on emails & calls for the pending or return items from branch.
- Order processing & dispatching of stock according to required demands.
- Loading & unloading vehicles according to ITR & branch required.
- Response and compliance of branch queries related to order dispatching.
- Keep the record of all documents i.e. load sheet, gate pass, pick list.
- Supervising fleet vehicles for daily pickups of 1,500 + items from 300 + vendors.
- Taking strong follow ups from each section to ensure that things are going well and if not assist them on immediate basis.

- 1 Year Experience in *Imtiaz Super Market Central Warehouse* as a *Quality Control Officer*.

Responsibilities:

- Check the expiry date not less than 70% shelf life.
- Check the barcode is should be worked on PDA Machine.
- Adhesive the expiry tag at front of pallet.
- Check the physical quantity don't received short quantity.
- To maintain the FIFO and LIFO.
- To check the demands according to branch required.

PERSONAL INFORMATION:

Father's Name	:	Muhammad. Khan. Humayoun
Date of Birth	:	12 th January, 1993
CNIC #	:	42000-3575911-3
Religion	:	Islam
Nationality	:	Pakistani
Marital Status	:	Married

REFERENCE:

- Will be furnished upon request.