

Contact HR Consultant for CV No: 156145

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**EDUCATION**

**Particulars Institute Year**

|  |  |  |  |
| --- | --- | --- | --- |
| **Masters of Business Administration (HR)**  Comsats Institute of Information  Technology, Islamabad | Comsats Institute of Information  Technology, Islamabad |  | June 2012 |
| **Bachelor of Science (B.Sc.)**  Govt. Degree College | Bahauddin Zakariya University |  | June 2009 |
| **Higher School Secondary Certificate (Computer Science)** | Board of Intermediate & Secondary |  | 2004 |
| Institute of Medical Science & Information Technology | Education |  |  |
| Model Town, D.G Khan. |  |  |  |
| **S e c o n d a r y S c h o o l C e r t i f i c a t e ( S c i e n c e )** | Board of Intermediate & Secondary |  | 2002 |
| Govt. High School | Education |  |  |
| D.G.Khan. |  |  |  |

**ORGANIZATIONAL EXPERIENCE**

**ARAMEX EMIRATES LLC**

**Designation:** Operations Team Member

**From:** January 2014 to till date

**Official Responsibilities:**

Inbound & outbound Shpts reconciliation.

Inbound & outbound record maintaining.

Issuing the Delivery Order through CALOGI.

Clearing the incoming materials that are duty payable from the DXB Customs through online.

Sort out various origin shipments and forwarding to all destinations.

Communicating with airlines and airline associated services to allocate the booking for outgoing materials.

Getting the approval from Dubai Customs for outgoing materials to specific destinations.

Communicate with all Aramex network & Airline as well.

Attending in incoming telephone calls and mails and triggering appropriate action.

[**COMSATS INSTITUTE OF INFORMATION TECHNOLOGY**](http://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CB0QFjAA&url=http%3A%2F%2Fwww.comsats.edu.pk%2F&ei=cr4fVJyEJYbeatDtgbAI&usg=AFQjCNF1-KgiL2nbGCw7JsnFhhjnznsD0Q&sig2=a4vG-toRxqWJbEtXhcObew&bvm=bv.75775273,d.d2s)

**DESIGNATION:** HR INTERN

**FROM:** JAN-2012 TO APR-2012

**Official Responsibilities:**

Making the seniority list of faculty & non faculty staff of university.

Making the file arranged.

Notification circulation.

**QUBEE JOIN IN**

**Designation:** Admin Assistant

**From:** March 2010 to January 2012

**Official Responsibilities:**

Verification of New Joiner

Joining Report and other Documentation

Issuance of Offer, Contract or Appointment Letter

Global Code of Conduct, New Joiners Maintaining Data Base for Leave Record Maintaining Trainees Leave Record

Maintaining Attendance Register Staff / Trainee

**COMPUTER PROFICIENCY/ PRESENTATION**

Knowledge in Spreadsheets, Word Processors, Presentation Software and Drawing Tools through use of the following tools:

Microsoft Office applications, including MS Excel, MS Word and MS Powerpoint. Good Hardware & Software knowledge

Good Typing speed of 30 WPM

**LANGUAGE**

Urdu English Punjabi Arabi

**PERSONAL DATA**

Date of Birth: 02 Jan 1987

Gender: Male Marital Status: Single Nationality: