**OBJECTIVE:-**

To become result oriented with a capability to provide the optimum information solution to the organization, keeping in mind the cost availability and advancement in technology.

**EDUCATION:-**

GRADUTION (B.COM) : KARACHI UNIVERSITY

INTERMEDIATE (PRE ENG) : SHIP OWNER COLLEGE

MATRICULATION : BUKSHI POLARIS HIGH SCHOOL

**CERTIFICATE:-**

ENGLISH LANGUAGE : SIR SHAMS ANGLOPHILE/ DOMINO

DIPLOMA IN COMPUTER : WARDA COMPUTER

**TRICON SERVICES PVT LTD**

**OPERATION OFFICER OF DOCUMENTATION (IMPORT & EXPORT) FEB 2015 TO PRESENT**

* To prepare Requisition and PO in the software timely.
* Follow up with shipping line and forwarding agents for shipments and Update ETA and ETD in software.
* Prepare Pending Material Sheets.
* Pre working of All upcoming and outgoing shipment.
* Prepare Import Cost Sheet in software as well as in Excel.
* Prepare Import and Export Documents.
* Maintain Record of Files, Import & Export Documents and GDs in system.
* Check all local vendor bills.
* Regularly update Import Reports.
* Assist Import Manager in day to day operation.

**NIBZOH SOLUTION INC (NSI)**

**SALES & CUSTOMER SERVICE ASSISTANT (IMPORT/EXPORT) JAN 2014 TO JAN 2015**

* + To prepare sales leads for sales and generate maximum sales data.
  + To make call & visits to customers for generating business for our products.
  + Keep follow to customer for their requirement and quires.
  + Make calls to customers for sales, cargo information and updates.
  + To follow up shipment detail from Port of Loading to Port of Discharge and give updates to customers and send document to Shipping line.
  + To follow up with shipping lines regarding loading and Transshipment details.
  + To follow up customer for Bill of Lading and other related documents.
  + To follow up shipping lines for Bill of lading, delivery order and other issues.
  + To sustain and maintain all files of shipments in record.
  + Strong follows up and provides best services to customer.
  + Solved the problem and handled the complaint of customer in the polite and efficient manner.
  + Responsible for sending regular updates to clients as to situation of port congestion, rates increase, Service issues etc.

**PERSONAL INFORMATION:-**

DOMICILE : SINDH KARACHI

PLACE OF BIRTH : KARACHI

DATE OF BIRTH : 26-10-1992

**HOBBIES:-**

Playing cricket, Cycling, Reading books, Music.

**First Name of Application CV No :** **1656294**

Whatsapp Mobile: +971504753686

