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| Contact Information    Email:[Syed.319820@2freemail.com](mailto:Syed.319820@2freemail.com)  Strength & Skills   * Administrative and customer support skills are second-to-none. * Shows exceptional attention to detail while maintaining a heavy workload. * A team player and a consummate professional.   Computer Skills  MS Word, Excel, PowerPoint, Access, Outlook, Windows XP/Vista.Climax. Paccs. Weboc.  **Other Skills and Achievements**   * Able to work under pressure with time bond performance. * Strong organizational & communicational skills internal and external. * Highly capable of successfully contributing to any organization. * Work well both independently and as a team member. * Can work under minimum supervision. * Good presentation skill. * Good written and oral communication skill. * Demonstrated interpersonal communication skills.   **Personal Information**  Date Of Birth: October 21st 1988  Marital Status: Single  Religion: Islam  Nationality: Pakistani | In UAE from 05 Nov-03 Dec 2016  **C:\Users\ABC\Pictures\pic.jpg**  Syed | |
| To be an integral part of a company and to serve with  discipline,dedication and sense of loyalty and get  comprehensives exposure,and use my analytical as well as creative skills to create and buildup new business relation with foreign agent  as well local customerand want to enhance my career and financial growth.   |  |  | | --- | --- | |  |  |   Experience  Company: Kanoo Shipping Saudi Arabia  Position:Shipping Executive  Duaration: June 2015-June 2016  Company: South Asia Logistics Pakistan  Position: Assistant Manager Import/Export  Duaration: April 2014-June 2015  Company: Corbin Logistics Pakistan  Position : Import Executive (import department overseas )  Duration: NOV 2012 till July 2013  Key Achievements   * Identify company issues and managed them strongly. * Involved in solving collegues issues regarding work * Supervised import/Export operations   Education   * M.A (Mass Communication from Karachi university) * Bachelor in Arts from Karachi University.   Duties and Responsibilities   * Handling all Foreign Agent around the world to make console services. * Provide effective feedback to our valuable customer. * Reconcile the local and foreign agents receipt and payment statements. * Payment and collection from customer and shipping lines. * Preparing debit and credit note for foreign agent * Coordinate with all foreign agent as well local customer. * Handling all LCL and FCL shipment , for LCL shipment making console Box or to co-load with other forwarder. * Provide effective feedback to our valuable customer. * To make all documents for line NOC. * Deal with local consignee (customer care). * To Correspond with forwarders and customers as well foreign agents. * Drafting and typing internal/external correspondence. * Maintaining & updating Filing System.   Reference  Will be furnished upon request. | |
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