** SOHAIL**

**C/o-CONTACT + 971 503718643**

**Email:** sohail.342176@2freemail.com

**Dubai UAE**

**PROFESSIONAL OBJECTIVE:**

To work wholeheartedly for the progress of organization, I offer my skills and experience to achieve organizational excellence for improved profitability. To perform the assigned duties with the best spirit of services and cooperation with colleagues.

**PROFESSIONAL BIOGRAPHY:**

**Organization: Amazon LogisticsServices (India)**

**Position: Computer Administrator**

**Period: February 2014 to January 2016 (2y-0m-0d)**

**JOB RESPONSIBILITIES:**

* Worked as receiving return orders (customer cancel).
* Check Quality of each item..
* Investigating inventory shortages and discrepancies.
* Worked as receiving Shipments.
* Manage all items category wise.
* Check Quality of each item.
* Label items according to Shipments.
* Compile reports on various aspects of changes in production.
* Investigating inventory shortages and discrepancies.
* Transfer of new items from receiving to inventory storage.

**PROFESSIONAL BIOGRAPHY:**

**Organization: Global Tree Consultant**

**Position: Data Entry Operator & Office Assistant**

**Period: January 2013 to February 2014 (1y-0m-0d)**

**JOB RESPONSIBILITIES:**

* Office Management, Maintenance of Files.
* Preparation & Maintain of Office routine correspondence.
* Memorandum, Purchasing/Distribution of Stationary & Update of Stock file.
* Dispatch Letter & Received Letter Register.
* Preparation & Maintain of office records including leave & attendance.
* Finance records, telephone & electricity bills, and Vehicle log books.
* Support to the senior & Junior Staff in any matter, Fax & Photocopier Machine Operating.
* Hardware & Software (MS. Office Professional, Preparation of Bills & financing work in Excel & Presentation in Power Point, & Internet mailing, browsing, downloading uploading).

**QUALIFICATION:**

**Bachelor of Technology in ECE**

(BhaudinZikaria University Multan)

**Higher Secondary Education**

(Board of Intermediate Education))

**Secondary Education (Metric)**

(Board of Secondary Education)

**COMPUTER & IT SKILLS:**

* MS Office & MS Excel and Internet tolls

**LANGUAGES KNOWN:**

* English
* Urdu
* Hindi

**PERSONAL DETAILS:**

D.O.B : 15-11-1993

Marital Status : Single

Nationality :Indian

Religion : Islam

Visa Status : Visit Visa

**DECLARATION:**

I**, SOHAIL *solemnly*** declare that the above particulars are true and correct to the best of my knowledge and belief.