**KASHIF**

****

**Education Attainment**



**B.A from**

**Bahauddin Zakariya University Multan, Pakistan**

****

**Ssc & Hssc from board of Dera Ghazi khan, Pakistan**

[Kashif.357940@2freemail.com](mailto:Kashif.357940@2freemail.com)

**PROFESSIONAL OBJECTIVE:**

Seek a team-oriented environment that fosters professional development and be able to have a challenging position with potential growth and advancement. Looking for an opportunity to join a leading marketing organization. Familiar with the identification of prospects, cold calling and attending client meeting and product demonstrations. Positive, energetic, focused and eager to further grow and develop existing business skills.

 **CAREER HISTORY**

**As courier**

**ARAMEX INTERNATIONAL**

**Dubai, UAE**

**August, 2006 – july 2015**

**Job responsibilities**

* Systematically arrange the receive orders or packages and deliver them as per their priority and specific time.
* Maintain complete and appropriate records regarding the courier receive, ship, orders deliver to the clients, etc.
* Safely transport the couriers to their respective clients and receive an acknowledgement and other signed documents.
* Efficiently build better customer relationship with various clients and politely respond to their necessary queries and issues.
* Handle all kinds of courier services to the business locations, and also to the general customer's homes systematically
* Efficiently plan the routes and deliver the ordered packages to their respective destination within the specific time-zone.
* Confirm the packages while loading into the carriage and also while delivering it to the clients.
* Daily settle cash of COD shipments in account section.

**Jobs responsibilities as assistant team leader:**

* Daily mail sorting according to areas and handover to each courier as per assigned areas.
* Assigning of collections for all couriers as per distributed area.
* Follow up complaints received from back office regarding urgent deliveries & pick up also retrieving shipments delivered wrongly.
* Using outlook express as a communication source.
* Explain new methods & rules to couriers instructed by supervisors & operation manager.
* Check & evaluate daily courier’s performance on daily basis.
* Informed about daily courier report to supervisor

**KASHIF**

**Msc in Geography from University of Punjab (Lahore, Pakistan)**

**CARREFOUR DEIRA CITY CENTER**

**Counter sales supervisor**

**Dubai, United Arab Emirates**

**April 2002 to December 2005**

**Job Responsibilities:**

**Managing counter sales.**

* Keeping tracks of enquiries and updating of rate sheets.
* Responsible for reporting to the management and organizing meeting with staff.
* Handling complaints and forwards details to the concern authority
* Providing full assistance and quality service to the customer needs.
* Possessing good interpersonal skills to deal with all kind of customers.
* Conduct customer satisfaction surveys and service promotions.
* Providing customer full satisfaction with our job by greeting, smiling and open communication and other activities conducted within the company policies.
* Updating daily records of purchase and sales.
* Updating all received daily invoices in system
* Acting as an inventory assistant and find right justification for any variances

**Key Skills:**

* Excellent secretarial/administration skills.
* Proficient with MS office2000, internet & E-mail, Social Network.
* Out Look Express Operating full Command.
* Interact with customers on a personal level providing exemplary customer service.

**U.A.E Driving license:**

Having U.A.E Light Vehicle + Motor Bike driving license.

**Passport details:**

* Date of issue : 26 August 2016
* Date of Expiry : 25 August 2021
* Visa status : Visit Visa (Valid till May 2017)

**Personal details:**

Date of Birth : 11-01-1974

* Nationality : Pakistani
* Marital status : Married
* Language known : English, Urdu, Hindi, Punjabi & Arabic.

**Declaration:**

I hereby that the above given information is to the best of my knowledge and belief.

Reference &authenticated documents will be furnished upon request.