***CURRICULUM VITAE***

**Fahad**

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**CAREER OBJECTIVE:**

**Seeking a responsible Store manager position in a professional office environment.**

**Highly managerial skills want to implement for organizational growth and it should also provide me financial stability**

**1:**

**Company name JOLTA LED PYT LTD**

**Title of Position Store manager**

**Detail of Assignment (5-10-201 4 TO 20-08-2016)**

**Specific Duties and Responsibilities:**

* **Maintain record of receiving and delivered items.**
* **Picking-up and delivering items.**
* **Serving customers**
* **Collecting and mailing correspondence.**
* **Maintains supplies by checking stock to determine inventory levels.**
* **Placing and expediting orders, verifying receipt, stocking items, delivering supplies to workstations.**
* **Make sure in time delivery to customer.**
* **Serves customers by backing-up receptionist.**
* **Clear customer complain about defective items. .**
* **Inform production manager about stock.**
* **Make sure all items are placed in safe and secure environment**.

**2:**

|  |  |  |
| --- | --- | --- |
| **Company Name** |  | **HBL PVT LTD UAE** |
| **Title of Position** |  | **Document controller** |
| **Detail of Assignment** |  | **(15-09-2016 TO Present)** |

**Specific Duties and Responsibilities:**

* **Document printing scan**
* **FILE management**
* **Mail receiving and sending incoming & out going**.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification** | |  | **Specialization** |  | **Board/University** | **Div/Grade** | |  |  |
|  |  |  |  |  |
|  | **MATRIC** | | | Science |  | B.I.S.E | B |  |  |  |
|  |  | **D.A.E** | | Electronics |  | P.B.T.E | B | |  |  |
| **IOSH(UK)** | | | | Safety |  | Safety first ISB | A |  |  |  |
| **Computer Application** | | | | MS Office |  | Oxford College | B |  |  |  |
| **PERSONAL PROFILE:** | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  | |  |  |  |  |
|  |  | Date of Birth | | : | April,9 1996 | |  |  |  |  |
|  |  | Visa Status | | : | Resident visa | |  |  |  |  |
|  |  | Profession | | : | Document controller | |  |  |  |  |
|  |  | Marital Status | | : | Single | |  |  |  |  |
|  |  | Religion | | : | Islam | |  |  |  |  |
|  |  | Nationality | | : | Pakistani | |  |  |  |  |
|  |  | Current City | | : | Sharjah UAE | |  |  |  |  |

**TECHNICAL SKILLS:**

Strong working ethics. 

* Coordination with Staff. 
  + Creative problems solving & highly organized. 
  + Accept additional responsibilities cheerfully & willingly. 

**COMPUTER KNOWLEDGE:**

* + Proficiency hands on Experience on Adobe Photoshop.
  + Operating system (Window 98, 2000, XP, Windows 7,8,10). 
  + Microsoft Office (Word, Excel, PowerPoint). 
  + Computer Hardware & Software. 

**ACTIVITIES AND INTERESTS:**

* Newspaper, Books Reading & Socializing 
* Internet Surfing, Internet Research & Analysis 

**LANGUAGE CAPABILITY:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | English | : | Good in reading ,writing and speaking |
|  | Urdu | : | Good in reading ,writing and speaking |
|  | Punjabi | : | Good in reading ,writing and speaking |

**REFERENCES:** Will be furnished as required.

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