***CURRICULUM VITAE***

**Fahad**

**Fahad.363006@2freemail.com**

**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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