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| **Abdul** **Abdul.371233@2freemail.com****Presently in UAE (Dubai), Visa Validity till 13-08-2017,**  |  |
| ***Date of Birth :*** |  ***Age:* 35 years** |
| ***Address:***  |  |
| ***Contact:*** |  | **Nationality** Pakistani  |
| ***Email:*** | abdulsam007@gmail.com | **Passport No.**  |
| **Objective:**  | Seeking a position in a dynamic organization that provides a challenging Work environment and allow me to grow with the organization, both professionally and as individual. |

**Résumé Summary**

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| **Education Status :**  | Bachelor Science (University of Sindh) 2016  |

**Work Experience**

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| **Organization :** | PROS LINK |
| **Organization Type :** | Indenting (Pharmaceutical Raw Material Import) |
| **Designation :** | Sales Executive / Computer Operator  |
| **Tenure :** | 2009 to May 2010  |
| **Brief Job Description:** | * To handle all the Indenting and its related matters.
* To check the international market situation / CNF prices.
* Keep regular contact with the international Supplier
* Negotiate with foreign supplier as per customer bid price.
* Negotiation and rate finalization for settlement of Purchase Orders.
* Communication through Email, MSN Messenger, Skype, WhatsApp etc.
* Issue Sale Contract to the customer for L/C proceedings
* Follow up L/C and L/C Amendments to arrange shipment documents from Supplier.
* Follow up for materials avoiding no stock situation leading to production loss.
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**Computer Skills and Other Abilities**

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| * Complete Knowledge of Computer Hardware Technology.
* Skilled in installing and providing maintenance service to client Computer
* Knowledge of MS Office Suite, Printer setup, (Wire/Wireless) Networking and maintenance.
* Expert in troubleshooting, Repair Hardware components of Personal Computers, Laptops and Printers
* Ability to build custom computers, excellent diagnostic abilities and strong customer service and communication skill.
* Visiting client’s home and offices, evaluating problems, and implementing corrections at door step.
* Providing training to clients employees on handling basic hardware problems
* Providing upgrade services to all computer platforms
* Installing anti – virus software to strengthen IT Security.
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**Professional Certification & Academic Education**

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| **Sr.** | **Certification / Degree** | **Institution / University** | **Specialization / Major Subjects** | **Admission year** | **Passing Year** |
| 1 | B. Sc Part II (Engineering) Second Division | University of Sindh | Maths, Physics, Chemistry | 2011 | 2016 |
| 2 | Intermediate (Pre- Engineering) | Hyderabad Board | Maths, Physics, Chemistry | 2006 | 2008 |
| 3 | DIT (Computer) | Chambers | MS Office, Computer Hardware, Networking | 2004 | 2005 |
| 4 | Matriculation Science | Hyderabad Board | Science | 1999 | 2002 |
| 5 | Primary Education (Overseas) | Stanmore Public School (NSW) Sydney, Australia | English, Maths, Science etc. | 1987 | 1991 |

**Personal Information**

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| Marital Status : | Single |
| CNIC No. : |  |
| Moto Bike License : | Valid upto 2022  |
| Religion :  | Islam |
| Language Competency : | English, Sindhi, Urdu |
| Father’s Name : | Shafi Muhammad Sheedi |