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| **Summary** |

Experienced logistics professional versed in all operational and financial aspects of fleet management, quality control, inventory management, and customer service. Successful at managing customs compliance, customer service and transportation logistics. Excellent problem solving and interpersonal skills. Focused on developing and implementing process controls and quality improvement initiatives that reduce costs and increase company revenue.

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| **Experience** |

**International Printing Press, 07/2008 to 12/2015**

**Designation –Customer Service Assistant.**

**Job Responsibilities.**

* Controlling & maintaining all computerized & manual inventories of delivery reports, invoice, delivery note, good return memo, local purchase order and making Certificate of origin, Certificate of Analysis and Airway bill.
* Working on Microsoft Excel, Words & Outlook.
* Provide quality customer service to ensure customer satisfaction and retention.
* Oversee the account payable and account receivable systems, in order to ensure complete and accurate records of all finance.
* Maintaining and monitoring all operational procedures for local and International and incoming & outgoing shipments.
* Booking shipment.
* Serving customer’s orders and supply of goods to the customer.
* Handling cash, banking related matters and maintaining ledgers.
* Attending telephone calls, intervention in all customer complaints and sorting them out at the earliest.
* Scanning and mailing.

**International Printing Press, 6/2006 to 06/2008**

**Designation – Store Keeper.**

**Job Responsibilities.**

* Controlling and maintaining all computerized and manual inventories of stock, delivery note, invoice and LPO.
* Receive printing material from suppliers.
* Issue job orders, samples and printing materials.
* Maintain all stock items according to ISO systems.
* Maintain all stock items for stock check.
* Control & maintain warehouse stock in a proper manner.
* Maintain stock’s quantity and quality.

**Key Skills and Competencies.**

* Excellent inventory and ordering skills
* Understands supply chain issues
* Quality problem-solving skills
* Ability to anticipate supply needs
* Works with suppliers through effective communication
* Able to coordinate with all key personnel and players
* Excellent oral and written communication skills
* Keeps careful records and submits impeccable documentation
* Vast knowledge of financial tracking utilizing database programs
* Follows all guidelines, protocols and standards
* Good mathematics and accounting skills
* Able to take direction, meet expectations and prevent losses

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| **Computer Skills** |

* MS Office (Advance level) – Words, Excel, Outlook.
* Windows XP and Internet browsing.
* Peachtree and Tally Account software.

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| **Education** |

* Graduation (B.A): 09-2004 to 12-2005, Karachi University, University road, Karachi, Pakistan.

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| **Personal Information.** |

* Visa status : Residence visa (Transferable)
* Date of Birth : 3rd  May,1977
* Languages : English & Urdu
* Nationality : Pakistani

**First Name of Application CV No:** **497958**

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