****

**Zaeem**

**E-mail:** [**zaeem.221735@2freemail.com**](mailto:zaeem.221735@2freemail.com)

|  |
| --- |
| **OBJECTIVE** |

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I’m looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

**CAREER HIGHLIGTHS**

**BARWIL - UAE – JAFZA (Currently working)**

Barwil, Holding ASA is a leading global maritime industry group. The WW group offers logistics solutions and maritime services through a worldwide network embracing some 10 000 employees at just over 328 offices in roughly 69 countries. Joint ventures included, the group employs almost 16 000 people at more than 445 offices in some 73 nations. ASA had an operating profit of USD 601 million (2012) and is listed on the Oslo Stock Exchange. Founded on 1 October 1861 in Tønsberg, the group now ranks among Norway’s most global enterprises.

* Currently designated as **“Transport coordinator cum Warehouse Asst”.**
* Handling accounts for principals like Sony, Samsung, LG, Compact food (project direct from UNO) Unilever Lipton, Meydan (govt. project for Sheikh’s).
* Reporting directly to Transport Supervisor.
* Attended several seminars / trainings in Dubai conducted by co.
* Responsible for the performance (operations and productivity).
* Taking care of monthly Inventory / stock count (physical / system generated).
* Responsible to achieve superior customer satisfaction levels by ensuring that the department’s service delivery meets the client needs.
* Responsible for logistics, 3pl, freight division CFS (transit w/h), cross stuffing related jobs.
* Handling monthly, weekly reports updates in tracker / excel, emails with clients & interrelated dept, daily correspondence.
* Dealing with 20 – 30 trailer / truck / pick up drivers on daily bases close coordination.
* Preparing delivery note / gate passes.
* Monitoring Safety stock level, Making sure for 100% stock availability in store for distribution.
* Following Safety and Security (QHSSE) measures and Hygiene and Cleanliness, with HR and SSC dept.Making all arrangements for related jobs, coordinating with other dept like port, customer care, sales etc.

**NATIONAL BANK OF PAKISTAN (2 YEARS).**

* Worked as “**Sales & Admin coordinator”.**
* Coordination to generate invoices & follow ups on payments.
* Dealing with suppliers on placing orders.
* Followups on pending payments.
* Taking care of monthly reports & general activities
* Attending incoming / outgoing calls.
* Arranging / organizing company staff meetings.
* Handling all admin / secretarial / customer related jobs.
* Order processing average daily 23-35 / Document handling.
* Responsible for taking feedbacks from clients.

|  |
| --- |
| **Educational career** |

**Allama Iqbal Open University Islamabad**

**Bachelor (B.COM)**

* 2010

**Federal Board Islamabad**

**HSSC/ Intermediate (I.C.S)**

* 2004

**Federal Board Islamabad**

**SSC/Matriculation (Science)**

* 2002

|  |
| --- |
| **Computer Skills** |

* Operating Systems: Windows-9x/2000/XP
* Microsoft Office
* Internet Browsing
* WMS operating system – Exceed / ERP system for Samsung.

|  |
| --- |
| **Personal information** |

* Date of Birth : 24th Jan, 1986
* Marital Status : Single.
* Nationality : Pakistani.
* Religion : Islam.
* Visa status : Jebel Ali Free Zone Employment visa.

|  |
| --- |
| **Courses/Certificates** |

* AUTO CAD
* Basic Computer Diploma

|  |
| --- |
| **Interpersonal skills** |

* Team work spirit & motivation
* Energy enthusiasm and motivation to work hard
* Excellent communication skills
* Abilities to make other understand own viewpoint

|  |
| --- |
| **Hobbies** |

* Books Reading
* Internet Surfing

|  |
| --- |
| **LaNGUAGES** |

* Fluency in English, Hindi & Urdu.

|  |
| --- |
| **Reference** |

* Will be furnished on demand