

ADNAN AHMED

Address: H-12/4, Malir Jinnah Square Liaquat Market Karachi

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OBJECTIVE:

To seek a position in a progressive organization that can provide opportunities, challenges and as well as personal growth, where I can prove my skills, which integrate my knowledge and further assist me in developing my skills needed to meet today's business demand.

QUALIFICATIONS / EDUCATION:

<i>DEGREE</i>	<i>INSTITUTION</i>
M.A Part-2	Studying
B.Com	Karachi University
Intermediate	Intermediate board Karachi
Matric (Science)	Karachi Board

EXPERIENCE:

Freight Connection Pakistan (Pvt) Ltd. (currently working)

As a Documentation Incharge 1st Jan 2016 up-to date.

- 🚚 Daily D.S.R Report Update and sent to the Client
- 🚚 File Maintain.in record
- 🚚 Import Later Preparation for (Delivery Order Issued)
- 🚚 Email Corresponding
- 🚚 Transport Arrangement
- 🚚 Monitoring Cargo through tracking device
- 🚚 Arrangement Transportation
- 🚚 Trading as commission agent cement, rice, sugar, copper, hms, steel scrape, oil, gold etc.

TPL TRAKKER LIMITED

As a Executive -Container Projects

Responsibilities

- 🚚 Customer Support
- 🚚 Record Keeping All Devices and Tpl Equipment
- 🚚 Public Dealing
- 🚚 M.I.S
- 🚚 Customer Support
- 🚚 Office Maintenance
- 🚚 Email Corresponding
- 🚚 Monitoring

- ✚ Billing
- ✚ Typing Speed 55 WPM

Wiltrans Cargo Services

- **As a Assistant Marketing Manager**

Responsibilities

- ✚ Trading
- ✚ Public Dealing
- ✚ Marketing
- ✚ Mail Checking
- ✚ Computer Typing
- ✚ Stevedoring.
- ✚ Meeting customers, dealing with business.
- ✚ Monitoring and reporting performance to senior management.
- ✚ Monitoring Cargo Loading & Unloading on Vessel.
- ✚ Trading as commission agent cement, rice, sugar, copper, hms, steel scrape, oil, gold etc.

Private Basis Custom Intelligence

- **As a Assistant In-charge**

Responsibilities

- ✚ Letter typing
- ✚ Vehicle verification

Citizen Liaison Officer Start CPLC Governor House Karachi

- **As a Citizen Liaison Officer & Computer Operator& Customer Service Officer**

Responsibilities

- ✚ Customer Support
- ✚ Public Dealing.
- ✚ Record Keeping
- ✚ Mail handling daily basis.
- ✚ Maintain C.P.L.C Data Base.
- ✚ F.I.R and Jail record feeding in C.P.L.C data base
- ✚ Managing and supervising C.P.L.C Call Center staff.
- ✚ Meeting Complainant and dealing with complaints and areas of concern.
- ✚ Monitoring and reporting performance to senior management

COMPETENCIES:

- Cheerful disposition
- Patient and well versed in Photography and Graphic Design.
- Non-threatening and friendly.
- Easy going and innovative approach.
- Ability to deal with multiple priorities

TRAINING:

- MS Office course (Word and Excel)
- Office Assistant Course
- Internet
- Hard Ware Diploma
- English Language Course
- Typing Speed **55** WPM

KNOWLEDGE, SKILLS AND ABILITIES:

- **Knowledge**

- Job descriptions.
- Performance review methods and techniques.
- Staff training, development and recognition.
- Delegation.
- Mentoring and coaching.

- **Skills**

- Supervisory skills.
- Effective verbal and listening communications skills.
- Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level.
- Effective written and communications skills including the ability to prepare reports, proposals, policies and procedures.

- **Personal Attributes**

- Maintain standards of conduct
- Respectful
- Possess cultural and political awareness and sensitivity
- Flexible
- Knows sound work ethics
- Consistent and fair

PERSONAL DATA:

- Father's Name : Imtiaz Ahmed
- Date of Birth : 12-10-1983
- Passport # : International
- Religion : Islam
- Nationality : Pakistani
- N.I.C : 4250115436079
- Driving License : Car/Motor Cycle

REFERENCES:

- References will be furnished upon request.