

CURRICULUM VITAE



Muhammad Zubair

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Summary

- Nationality: Pakistani
- Date of birth: 02-01-1993
- Passport No.: DD5093581
- Marital status: Single
- Language: English, Urdu, Sindhi, Punjabi, Arabic (Basic Knowledge).

Objective

To work in a dynamic organization in a prolific manner where I can acquire new skills, learn how to work in organization and find new opportunities for advancement.

Profile

- 2 year's working experience in **production Department** in **A2C Services L.L.C.** in Ras-Al-Khaimah UAE.
- 1 year's & 4 months working experience in inter net e commerce Marketing & Sales **Daraz.pk** DForce Virtual Recruiter in Karachi.
- 2 year Experience in **A Hakeem & sons customs Agents** (custom Clearing & Forwarding Agent) in Karachi & Lahore.
- Have excellent communication skills.
- Have the ability to quickly identify problems as well as provide appropriate solutions.
- Energetic & self-motivated with a high degree of cultural sensitivity.
- Can work under pressure & meet deadlines.
- Expert in handling people with a positive "can do" attitude.
- Possess excellent planning, analytical & organizational skills and can work well independently.

Employment History

SEPTEMBER 2017 October 2019

A2C Services L.L.C.

RAS-AI-KHAIMAH / UAE

Production Department

Job Description:

- Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials.
- Positions parts and subassemblies by using templates or reading measurements.
- Assembles components by examining connections for correct fit; fastening parts and subassemblies.
- Verifies specifications by measuring completed component.
- Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources.
- Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulation.

October 2015 TO January 2017

DARAZ.PK (internet e commerce company)

KARACHI/PAKISTAN

DForce Virtual Recruiter

Job Description:

- Identify, contact and recruit potential clients
- Prepare sales presentations
- Modify sales materials and strategies to suit each client's needs
- Promote advertising and marketing materials and strategies
- Create and maintain client accounts
- Research and analyze internet sales and advertising trends.
- Complete the monthly base task
- Increase our sales by using all the resources providing by company.

October 2013 TO October 2015

A HAKEEM & SONS (Custom Clearing & Forwarding Agent)

KARACHI/PAKISTAN

Custom Clearing Agent

Job Description:

- Prepare customs documentation and ensure that shipments meet all applicable laws to facilitate the import and export of goods.
- Determine and track duties and taxes payable and process payments on behalf of client.
- Make all the Document's will be required for custom Tax by the behalf of Client.
- Coordinate transportation and storage of imported & export goods.

Education:

2012 Government postgraduate college Okara. BSc (Physics Math A & B) Okara / Pakistan

2010 Suffa Educational Complex Higher Secondary School & College, Okara

2008 Intermediate FSC (Pre.Eng.) Grade (B) 1st Division
Government High School, 1 4/L Okara.
Matriculation (SCIENCE) Grade (B) 1st Division

IT Skills:

- Strong Knowledge on Microsoft Office. (Ms Word, Excel, Power Point).

Hobbies & Interest:

- Reading Books, Analyzing current affairs and discussing the issues
- Swimming, Badminton, Cricket.

Reference

Will be furnished on demand