**M Junaid Khan**

## 🏳Address: Joiya Road North Gulgasht Multan

## ✆Phone: +92320-7893946

## 🖃Email:m.junaid@mulphilog.com

**Objectives:-**

Need a challenging position in a dynamic and prospective environment where I can utilize potential and knowledge with a view to enhance my abilities and broaden my learning mindset with full commitment.

**Sales & Managing Skills:-**

Results-focused leader specializing in driving operations growth, building solid teams, creating strategic initiatives, providing world-class customer services, and cultivating a strong company image eager to offer experience toward maximizing a top employer’s success.

**Profile Of Qualifications:-**

Top performer who excels at analyzing operational needs, identifying lucrative growth opportunities, defining strategies for capturing new clientele and developing an existing consumer base, and attaining solid leveraging in competitive areas.

 Ambitious self-starter, who plans, prioritizes, manages, and completes tasks within fast-paced, deadline-driven situations.

 Excellent communicator who interfaces between executives, public-sector officials, sales / business teams, and customers.

**Personal Information:-**

**Father Name:** Muhammad Shahid

**Cnic No:** 36302-5931843-5

**Date Of Birth:** 02-02-1994

**Status:** Married

**Domicile:** Punjab

**Nationality:** Pakistan

**Religion:** Islam

**Education:-**

 **Matric:-** B.I.S.E Multan

 **F.SC:-** B.I.S.E Multan

 **B.A:-** A.I.O.U Multan

**Additional Skills:-**

* Computer Application & Office Professional
* English Typing

**Highlights:-**

* Results-oriented
* Ambitious about work
* Organizational capacity
* Operability and commitment
* Ability to motivate staff and maintain good relations
* Resistance to stress
* Good manners

**Languages**

* English Urdu Saraiki

**Experience**

## Data Entry Operator

## Muller & Phipps Logistics, Multan

* In-bound out bound material
* Operational Process De-Bag, Bagging etc
* Preparing rider sheets-feeding pod’s.
* Managing Fleet vehicle’s log book.
* Managing expense logs of fleet vehicle

## Operation Officer

## Muller & Phipps Logistics, Multan

* In operation manage all activities.
* Follow up of in-bound out-bound material.
* Operation discrepancy-other related Emails.
* Mis-Routed related shipments Emails.
* Manage log book of fleet vehicle-related Emails.
* Manage fleet vehicles expense log-related Emails.
* Follow up both movement of in-bound out- bound.
* Managing rush, important, Sunday deliveries.
* TAT-Report Monitoring
* Preparing operations staff overtimes
* Pre-Alerts (Temperature, Mobile, Etc)

## Operation Supervisor

## Muller & Phipps Logistics, Multan

* In operation manage all activities.
* Follow up of in-bound out-bound material.
* Operation discrepancy-other related Emails.
* Mis-Routed related shipments Emails.
* Manage log book of fleet vehicle-related Emails.
* Manage fleet vehicles expense log-related Emails.
* Follow up both movement of in-bound out- bound.
* Managing rush, important, Sunday deliveries.
* Customer complaints (verifications of shipment)
* Floor handling
* Operational reports follow up

 **(DETAILED REFERENCES ARE AVAILABLE UPON REQUEST)**