

# SANA ULLAH

Haji Zarghoon Shah Killi Kalu Shah, Narai, Fazal Abad

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## OBJECTIVE

I am a fresh MBA graduate with an urge for transferring my formal education and skills into latest business practices. I am open to challenges and believe in adopting new technology for achieving the mission and goals of my future employer and supervisor.

## PERSONAL STATEMENT

I gained confidence through my personal experience and formal education in business and marketing in the last five years. I was not done with my college studies that changes in my circumstances pushed me for playing a leading role in family and business. My quick response to the unfolding family situation taught me how to be an effective communicator and dealmaker with different parties. I took independent decisions on our family businesses, adopted modern techniques to produce profitable yields from the agricultural farms and continued my education without a break.

These were not easy tasks for a 20+ year old man with no prior experience in business and practical life. It polished my personality, prepared me for playing a challenging role and opened my mind to new ideas. I believe that sky is the limit and if given the chance for testing my theory and practice, I am sure, I would prove myself as one of the dynamic and successful team player in the workplace.

## Work Experience

### A) BIG SHIP EXPRESS

✓ (Account officer) (02-24 To 10-24)

✓ (Assistant Manager). (11-24 To Onword)

I started yet from as an Account Assistant at "Big Ship Express Company" famous for logistics and freight in Sialkot, Pakistan. Sialkot is famous for its industries of sports and leather goods exporting to the west.

My experience at Big Ship Express Company are financial management, budgeting, and strategic planning. Working in a fast-paced environment has honed my analytical abilities and problem-solving skills, preparing me for the challenges of higher education and professional advancement.



Skills include:

1. Data Entry
2. Ledger Management
3. Audit Co-ordinate(Internal Audit)
4. Balance verifications
5. Transaction Management
6. Expense Recording
7. Financial Support
8. Debtors and creditors
9. Document sorting and posting
10. Reports review,tracking Ahudit and Shipment Audit

## EASTERN FREIGHT AND LOGISTICS (Operation officer)

Before account assistant i was in operation as Assistant in same company which i have done operation.

Making labels on different softwares like

1. DPD
2. FedEx
3. DHL
4. UPS
5. BELFAST UPS Via UK
6. EXPEDITE Via UK

Skills Include:

1. Excel
2. Data Entry
3. Inventory Management
4. Shipments clearance
5. Warehouse Management
6. Documents sorting
7. Emails
8. Shipments Booking
9. Printer copy



## B) AL HADEED ENGINEERING (HR officer)

I worked in Al Hadeed Engineering Firm as an HR Officer in Swabi district of KP for a year (July 2020 – July 2021). The Firm is famous for Manufacturing high carbon wire, building wire and wire nails. It was a wonderful experience for me to deal with so many new things in sales management like planning, budgeting and setting goals for sales.

### INFORMAL EXPERIENCE:

Though I just graduated in MBA, it does not mean I have no experience in practical life. I am the focal point for my family business. I am personally involved in making or breaking a lease, raising or decreasing the rent, finding market for the agricultural produce and making decisions on fixing the price for the agricultural products. I am in this business for the last five years since my father passed away in 2014. On top of that, my experience is way different from my peers and friends. I do the grocery and shopping for my family, I deal with the handyman when something needs to be fixed in family market place or at home and I have to deal with hospitals if someone gets sick in the family. These may sound the routine work but I think these very routine things have improved my bargaining skills, communication and dealing with parties and individuals of diverse backgrounds.

### PERSONAL INFORMATION

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### ACADEMIC QUALIFICATION

Degree:

- Master in Business Administration (MBA), Abdul Wali Khan University Mardan  
Majors: (Marketing)  
Other subjects: (Accounting, Brand Management, Sales Management)
- Bachelor of Arts (BA), (University of Peshawer)  
Majors: (Law and Political science)



### Certificate:

- Fsc:(Board of intermediate peshawer)  
Majors:(Maths,Physics,Chemistry)
- SSC:(Board of intermediate Mardan)  
Major:(Science)

### COMPUTER LITERACY:

Hardware  
Software  
Office automation  
Net Working  
internet

### LANGUAGE SKILLS:

I am proficient in:

English  
Urdu  
Pashto

### Personal Interests:

I like and watch action movies;  
Fan of soccer;  
Play cricket;  
Surfing internet for news and entertainment

