



MUHAMMAD SHAHROZ BAIG

POSITION: MIS OFFICER

OBJECTIVE

To attain professional excellence while serving at a challenging position in a reputable organization that offers opportunities of growth and development.

CONTACT

PHONE:
+92-344-3145-595

ADDRESS

House# 1/127-A Shah Faisal Colony
Karachi

EMAIL:

shahrozbaig947@yahoo.com

HOBBIES

Cricket
Gaming
Watching Series/Movies

EDUCATION

Intermediate Education Karachi. (H.S.C)

2014

Board of Intermediate Karachi (Private)

Secondary Education Karachi. (S.S.C)

2012

Noman Public School. Shah Faisal Town Karachi

Hifz-e-Quran from Madrasa, Karachi

2007

WORK EXPERIENCE

M&P Express Logistics (PVT) LTD. (Muller and Phipps)

Designation: MIS Officer

Date: 2020 to till date



Responsibilities:

Look after Banking project (HBL & JS BANK)

Respond day to day queries of Customers & Sales

Monitoring routine dispatch shipments till delivery

Ensure Timely pickup, Booking and forwarding to network Operation

Handling & reconciliation booking and delivery data to share with customer

Coordination with Sales regarding business need and customer requirements.

Verify vendor Invoices according to data for billing process.

TCS Courier & Logistics (PVT) LTD. (Tranzum Courier Service)

Designation: Project Assistant

Date: 2014 to 2020



Responsibilities:

Look after Banking & general project (SONERI BANK, FAYSAL BANK, PTCL, NTC).

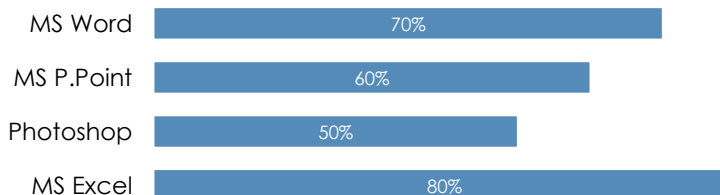
Customer Co-ordination & facilitate on their requirement and queries

Maintain daily base data and reconciliation

To deals with customer's queries & complains

Performs other related tasks and duties as directed by management.

SKILLS



COMPUTER PROFICIENCY:

CERTIFICATE IN INFORMATION TECHNOLOGY (C.I.T)

(From Bright Scope Computer Institute in 2013)

Microsoft Office XP	Word, Excel & Power Point, Access, Front Page
Graphics Designing	(Adobe Photoshop, Flash, Dreamweaver, HTML)
Operating System	Windows 9x 2000 XP
Internet	E-mail, Down Loading, Uploading
Data Base	Ms. Access

PERSONAL DETAILS:

Fathers Name	MIRZA WASEEM BAIG
Date of Birth	18 TH Sept 1995
N.I.C #	42201-1690028-2
Gender	Male
Marital Status	Married
Religion	Islam
Languages	Urdu, English
Nationality	Pakistani