|  |  |
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| SAQIB IRFAN | CURRICULUM VITAE  **SAQIB IRFAN**  E-mail: saqibirfankhan321@gmail.com  Postal Address: Police Colony opposite to Askari-6 Nasir Bagh Road Peshawar  **Permanent address: as above**.  **Cell #** : +92 313-8777494  **Cell #** : +92 340-0004722 |
|  |  |

**Career Objectives**

* To become a part of a dynamic group where i could further explore the skills and capabilities which i gained in the whole academic career, and to serve in a challenging work environment and to gain equally vast opportunities of career development based upon achievements and results.

**Personal**

Father Name: Muhammad Irfan

Date of Birth: May, 26, 1989

Nationality: Pakistani

Religion: Islam

Marital Status: Married

CNIC No: 17301-9176184-3

Domicile: Peshawar

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| --- | --- |
| *Qualifications:* |  |
| ***Degree*** | ***Institute*** |  | ***Division/G.P.A*** |
|  |  |  |  |
| ***B.Com*** | *Qurtuba UniversityPesh****.*** |  | ***3.2GPA*** |
|  |  |  |  |
| ***D.Com*** | *Board of Technical education Peshawar* |  | ***2nd*** |
|  |  |  |  |
| ***Metric*** | *B.I.S.E Peshawar* |  | ***2nd*** |

**Computer**

* + Windows XP/ Professional/, 2006, 2007.
  + MS. Excel.
  + MS Word.
  + Well Internet Surfing.
  + Oracle (Accounts and Sales)

**Work experience**

* Working as a Logistics Manager and OME (Order Management Executive) Since Dec 2015 to till now.
* Worked as Sales Asst at MEDICRAFT Pharmaceutical’s from Dec 2012 to Dec 2015.

# Responsibility: (Logistics Manager and OME)

* Dispatch of Shahzores, trucks, and other Vehicles from FTW and FGW.
* Adjustments of weights for Shahzores, Trucks, Containers.
* Solving the problems against vehicles.
* Making priority list of orders.
* Adjustment of Orders from open stock.
* Verbal instructions regarding loading if needed.
* Orders confirmation from production.
* Pending Orders Status.
* Inform sales persons about their orders.
* Coordination with sales persons about orders and parties.
* Coordination on WhatsApp groups with VIP parties regarding their problems and orders dispatch.
* Confirmation of colors availability to customers.
* Coordinate with sales persons regarding completed orders.
* Making top priority list for VIP Customers.
* Daily coordinate with customers about the delivery of their orders.

# Responsibility: ( AS Sales Asst. and Co-ordinator)

* + Dealing with parties all over Pakistan on daily basis.
  + Making new parties and guides them to our products.
  + Maintain Party ledger, Bank Book, (Book keeping in computerized and manually).
  + Confirmation of Party payments from Banks.
  + Making order’s Invoices, Debit and Credit Notes of parties.
  + Making Pending Order’s Report of all the Parties on daily basis and report to the Director.
  + Status of pending reports from production.
  + Making due payments of all the parties once in a week.

**Hobbies:**

Cricket

#### Language Skill

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No** | **Language** | **Read** | **Write** | **Speak** |
| 1. | Pashto | Fair | Fair | Excellent |
| 2. | English | Excellent | Excellent | Fair |
| 3. | Urdu | Excellent | Excellent | Excellent |

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**References:**

Available on request