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|  |  | SHAHZEB HUSSAINOBJECTIVES To join progressive organization and contribute to its growth as well as self growth, will provide me with the opportunity to utilize me ability, maximize my potential and continue to grow and develop along my career path. A job where my educational and work experience will be a valuable application. |
| Personal Information **Father Name**: Muhammad Hussain**Date of Birth**: 06-03-1997**Religion**: Islam**Nationality**: Pakistani**Address**: Village and Post Office Billitang Teh & District Kohat.**Domicile**: Kohat**CNIC**: 14301-4732473-9**Height :**5.10Contact**Mobile :**+923367888990**Email :**Shahzaib.hussain644@gmail.comHobbiesReading books and articles, Traveling , Leadership ,Management, Mentoring , Playing Football    |  | EDUCATION**St. Joseph’s Convent School Kohat,****Matric** with Science in 2015 from BISE Kohat.**Quaid Inter College Kohat,****F.Sc**from Board of Intermediate & Secondary Education Kohat in 2017**Bachelor of Business Administration –BBA (Hons)** from Kohat University of Science and Technology**-(KUST)****Major-** MarketingWORK EXPERIENCE**KOHAT CEMENT COMPANY LIMITED****Junior Officer ( Finance & Accounts ) | ERP Oracle****Jan 2023 – Present*** Maintaining record of cement dispatch and raw material supply.
* Keeping record of cement bags in warehouse.
* Coordination with different departments for administrative tasks.
* Collecting quotation form different suppliers and selecting the best available.
* Keeping record of Purchase Orders(PO’s) of company.
* Preparing Report of daily sales and dispatch activities in order to meet monthly, quarterly and annual dispatch target.
* Preparing Reports of Weigh-Bridge on weekly and monthly basis, all type of vehicle and materials.
* Coordination with dispatch section regarding realization of booking orders.
* Keep up-to-date cement Bilty make package advice and weigh slips.
* Coordination with dispatch department to verify the dispatch of cement.
* Coordination with other departments ( Warehouse , Packing-plant , Quality Dept, Coal Yard ) for smooth and efficient operations.
* Complete knowledge regardingdispatch, Weigh-Bridge, Sales and Marketing and demand and supply.

**INTER Personal SKILLS** * Effective team member who works with others as well as independently.
* Posses, good practical and professional skill.
* Communication Skills
* Keen to develop practical knowledge, improve skill and professional.
* Microsoft Office Expert (*Word, Excel, PowerPoint).*
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