



ZUBAIR NAEEM

INFO

0562739369
zubaienaem10@gmail.com

CITY
DUBAI

AGE
23

NATIONALITY
Pakistan

LANGUAGES
English,Arabic,Urdu

SKILLS

- Quick Learner
- communicational skills.
- Microsoft Excel

PROFILE

To secure a responsible position in an organization where proven skills and experience could be used productively so as to enhance Career Development, Professional Growth and lead to mutual benefits for the organization and the individual.

EMPLOYMENT HISTORY

February 2020 - Present

working as a Administrator in Amazon DXB 3 – Dubai, U.A.E
● I am Working as an Administrator in the Amazon MAQ Project, Working on Tracking ID, searching Customer Address in Map and Marking Delivery and Road point. ● Working on Quality check of Associate and correct all the incorrect addresses, ●We solve Customer related Queries. Searching Tracking Id and marking correct delivery point and Road point in Audit book.

01 Year Work Experience as a Inbound Coordinator in DXB4 – Dubai, U.A.E

- Receiving and verifying shipment.
- ISS Department
- Stowing
- Putway
- Dock Team

01 Year Work Experience as a Merchandiser in Carrefour Saudi Arabia

- working closely with buyers and other merchandisers to plan product ranges
- meeting with suppliers, distributors and analysts
- managing budgets
- predicting sales and profits.

3 months Work Experience as a Data Entry, Aramex, Dubai – U.A.E

- Data Entry of shipment
- Data Entry Audit
- Eros Entry (Barcoding)

King Abdul-Aziz International Airport - Jeddah Designation: Customer Service Agent (CSA)
Designation: Role is to provide World class customer service to all the passengers Travelling through Airport and to assist Operational Team and service partner and delivering the best. We assist the passenger Journey from check in depart central screening, Boarding Gate and Arrival Immigration.

EDUCATION

Primary schooling from Jeddah
2014 - Jeddah KSA

DECLARATION

I hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief. I sincerely assume that upon my selection I will contribute my best to your organization and moreover work to cherish the fame of the firm.