





-  **Date of Birth :** 28-Jan-1985
-  **Address :** House # A-66, Block-7,
Gulistan-e-Johar, Karachi.
-  0321-1237280
-  sajjadexports1985@yahoo.com

About me

I'M **Sajjad Ahmed** A fast learner who is comfortable working on teams, My objective is to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Current Experience

January 2020 - Till Date

OFFICER EXPORTS
Hassan Ali Rice Company

Major Tasks & Responsibilities:

- I assist exports manager here in all day to day works, I look after all below responsibilities.
- To prepare All exports documentation.
- To Make Documentation as per LC for submission in Bank.
- To Operate WBOC System for Online Form-E Preparation.
- To Prepare Import Documentation and Clearing goods for Port.
- To maintain and track bank payments records, & also connects bank treasury dept to manage payment.
- To make AWB & BL as per instructions for Freight Forwarders as per LC requirements.

Professional Courses/Certifications

DIPLOMA IN INFORMATION TECHNOLOGY
Board of Technical Education Karachi

- Introduction To Information Technology.
- Design Data Communications And Networking Computer Architecture
- Internet Technologies Management.

Skills

- Communication
 - Supply Chain
 - Teamwork
 - Typing Speed
- Organization
 - Leadership
 - Quick Learner
 - 40 to 50 words p/m

Software

- MS Office
 - Excel Spreadsheet
 - Adobe Photo Shop
- Windows
 - CRM
 - In Page Urdu

SAJJAD
AHMED



Education

MBA | Virtual University
Inprogress

Graduation | University of Karachi
Bachelors BA , Karachi University

Intermediate | Board of Intermediate Karachi
Commerce

Matriculation | Board of Technical Education Karachi
Science

Past Experience

March 2010 - October 2019

ASSISTANT IMPORTS/EXPORTS DEPARTMENT
Friends Exports, Pvt. Ltd

Major Tasks & Responsibilities:

- I assist exports manager here in all day to day works, I look after all below responsibilities.
- To prepare All exports documentation.
- To Make Documentation as per LC for submission in Bank.
- To Operate WBOC System for Online Form-E Preparation.
- To Prepare Import Documentation and Clearing goods for Port.
- To maintain bank payments records.
- To make AWB & BL as per instructions for Freight Forwarders as per LC requirements.
- To maintain track record of all import in transit consignments.
- To maintain shipment files & register both manually & computerized.
- Preparing & maintaining GD's (Goods Declaration) using WBOC system.
- Dispatching export documents to the Customers / Buyers.

September 2008 - February 2010

ASSISTANT MANAGER HUMAN RESOURCES
Friends Exports, Pvt. Ltd

Major Tasks & Responsibilities:

- I assist HR Manager here in all day to day works.
- To managed employee's personal files.
- To prepare all employees monthly salary & payroll.
- To prepare all contract employee's data & attendance.
- To prepare of computerized employees attendance swiping cards.

March 2006 - August 2008

RETAIL SALES ASSISTANT
Kinley Activity, Pvt. Ltd

Major Tasks & Responsibilities:

- Takes a supervisory role on a day-to-day basis, in a fast-paced retail environment.
- Achieves personal sales targets in line with KPI objectives.
- Supports Store Manager with recruitment and providing on-the-job training.

March 2005 - February 2006

INVENTORY OFFICER
Export Lofters , Pvt. Ltd

Major Tasks & Responsibilities:

- Maintain all stock items in Computerise Software.
- Ordered and managed Stock and Stock Shelves and Maintain Inventory.
- Served and assisted customers on checkouts.