



ABOUT ME

To take up any challenging position in the **Factory Coordinator**. Field and attainment of maximum job satisfaction. Keen to utilize my skill and experience for your reputed organization.

Duties and responsibilities:

⇒ Manage the stock Responsible for checking the incoming and outgoing products

⇒ Prepares the ordered stock for delivery
⇒ level, receive and dispatch goods and perform general house keeping

Ensures orderliness in the warehouse particularly the stock arrangement.

Dear Sir.

I believe that everyone has the right to improve & develop himself by searching for new chances. So I hope you will have good idea about my qualifications from my previous introduction. & give me this chance.

Sir I will be so pleased if you accept me as a member of your team work. So I will use that chance to work hard to have your favourable judgment.

Thank you for your time

PERSONAL DETAILS

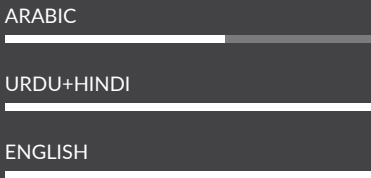
Date of birth
07-01-1998

Nationality
Pakistani

Visa status
Employment visa

Marital status
Single

LANGUAGES



DANISH TANVEER

FACTORY CO-ORDINATOR

Duabi, Dubai, 35575, United Arab Emirates

0567441124

danitanveer6565@icloud.com

EDUCATION

LOGIX COLLEGE
SARGODHA
PAKISTAN
Sargodha
2016

Bachelor

- A).Completed secondary school certificate examination of **intermediate** and secondary education. Govt. of Punjab Board-Pakistan.
- B).Completed **Autocad** diploma examination of the ILM College Sargodha.
- (C).Completed **Computer Hardware** diploma examination of Logix College Sargodha.

WORK EXPERIENCE

DANISH
Dubai
Oct 2018 - Present

Factory Co-ordinator

- (1).As a document controller at kelima flex JML group in dubai.
- (2).As a Factory Coordinator at JML FACADES LLC aluminium company in Dubai UAE march 2018 to till dat.

SKILLS

ORGANIZATION

PROJECT ORGANIZATION

FILE/RECORDS MAINTENANCE

CLIENT-FOCUSED

QUICK LEARNER

POSITIVE LEARNING PROCESS

PROJECT MANAGEMENT

CUSTOMER SERVICE

TIME MANAGEMENT SKILLS

SALES

PRODUCT DEVELOPMENT

PROBLEM RESOLUTION

TEAM MANAGEMENT

COMMUNICATIONS

EXCEL IN [AREAS OF EXPERTISE]

COURSES

ILM COLLEGE
SARGODHA
Sep 2017

Autocad

LOGIX COLLEGE
SARGODHA
Mar 2019

COMPUTER HARDWARE

HOBBIES

PHOTOGRAPHY
BASKETBALL
PLAYING CRICKET
GYMING