

Sami Ullah



Contact

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About:

S/O: Muhammad Aslam
CNIC: 36103-6498616-9
DOB: 09-11-1997
Marital Status: Single
Religion: Islam
Domicile: Khanewal, Punjab
Nationality: Pakistani

Languages

English
Urdu

Hobbies

- Reading Books
- Internet surfing
- Playing Cricket & Football
- Photography

Objectives

Motivated, adaptable and responsible graduate seeking to join a progressive organization which will utilize the organizational and communicational skills developed through my involvement, and offers opportunities for advancement.

Skill Highlights

- Highly self-motivated and Goal oriented Professional, committed to pursuing a long-term career in an emerging organization/institute.
- Dependable, confident, secretarial & professional with progressive experience in office management.
- Capable of working without supervision and willing to assume additional responsibility.
- Quick and willing to assimilate and apply new work procedures.

Experiences

- **Logistic Officer (March 2020 - Present) - Amreli Steels Ltd.**
(Responsibilities: Warehouse Operations, Supervision, SAP User, Managing All Team And Given Tasks, Receiving Material, Dispatch Affairs, Transportation Arrangement.)
- **Station Officer (Oct 2019 - Dec 2019) - Daraz.pk**
(Responsibilities: Professional Mailing, Receiving Rejections, Handling Dispatch Affairs, Specialist in Lazada Logistic Management Software, Transport Aliment)
- **Office Executive (July 2018 - Sep 2019) - PNY Trainings ARFA Kareem Tower, Lahore**
(Responsibilities: Online Queries Handle On Facebook, Web and WhatsApp, Management of Classes, Customer Service Representative, Online Link Management for classes, Master Data Collecting, E-Mail Marketing, Online Data Entry)

Education

- **B.COM (2020)**
(University Of Sindh)
- **F.Sc Pre-Engineering (2016)**
(Board Of Intermediate & Secondary Education Hyderabad, Pakistan)
- **Matriculation Science (2014)**
(Federal Board Of Intermediate and Secondary, Islamabad)

Certifications

- **Diploma In Information Technology (2018)**
(Punjab Computer College Lahore, Pakistan)
- **Social Media Marketing Course (2019)**
(PNY Trainings Arfa Tower Information and Technology)