




Sharjeel Jawad

With **5+** years of experience, I'm seeking a challenging role where my existing skills and qualifications will add value to the outset, while I continue to further develop my skills and knowledge in this field. Have strong organizational and communication abilities.

CONTACT

 971582246330

WhatsApp: (+92)0300-0082581

 Sharjeeljawad1211@gmail.com

SKILLS

MS Word, MS Excel

Communication

Problem Solving

Fast Learner

Pro Activeness

LANGUAGES

ENGLISH 

URDU 

PUNJABI 

HOBBIES

Reading
Travelling
Sports
Gaming

EDUCATION

Bachelors (Hons.) in HND **2017-2021**
Government College University, Pakistan

- Clubs & Societies: Science Club

Intermediate in Sciences **2014-2016**
Punjab Group of Colleges, Faisalabad, Pakistan

- Clubs & Societies: Science Club

EXPERIENCE

Airlift Inventory Check-in Officer **2020-2021**
Airlift, Pakistan

- Check-in all inventory and stock of airlift company
- Keeping the record updated and doing the cycle count of products
- Manage all shipment for vendors and evaluate overstock inventory and maintain record of inventory with invoices.

Daraz.pk Receiving Officer RO **2018-2020**
Daraz.Pk, Pakistan

- Receiving all inventory stock of ecommerce market Daraz.pk
- Inbounding of stock at company as RO.
- Manage shipments for vendors and reconcile all inventory balance and generate monthly reports of all transactions.

Aladdin.pk dispatch supervisor **2017-2018**
Aladdin Online Store, Pakistan

- Handling all online orders and updating status.
- Manage records of incoming materials for all internal and external suppliers according to company procedure and policies.
- All orders dispatched under my supervision.

Admin Officer **2015-2017**
Gourmet Five Star Foods, Pakistan

- Monitor administrative tasks. Evaluate and maintain records.
- Creating, managing and updating diesel consumption sheet
- Creating branches expense sheet