|  |
| --- |
| **Nisha Akram** |
| **D/O:** Muhammad Akram **D.O.B:** Dec 12, 1994 **Status:** Married |
| Whatsapp Black Logo Icon PNG Transparent Background, Free Download #3953 -  FreeIconsPNG +92 318 7910427 Email nishanaveed98@gmail.com |
| * Dak-Khana Khas, Chak 98 RB, Hatar-wali, Tehs. Jarranwala, Dist. Faisalabad.
 |

**OBJECTIVES:**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**EDUCATION:**

|  |  |
| --- | --- |
| * **BBA (Finance)**
 | **(2019)** |
| * Government Collage Women University, Faisalabad
 |  |
|  |  |
| * **ICS**
 | **(2015)** |
| * BISE Faisalabad
 |  |
|  |  |
| * **Matriculation**
 | **(2011)** |
| * BISE Faisalabad
 |  |

**EMPLOYMENT HISTORY:**

|  |  |
| --- | --- |
| * **Royal Home Brands (Faisalabad)**
 | **(2019 – Present)** |
|  As, **Export Manager** |  |
| * + Export Documentation.
	+ FI/E-Form Approvals.
	+ Prepare BL Drafts & Approvals.
	+ Track delivery progress of shipments.
	+ Shipment planning & forwarding.
	+ Maintain report of FOB & CNF shipments.
	+ Get price quotations within established guidelines.
	+ Correspondence with marketing team to update consignment status.
	+ Correspondence with custom agents for smooth custom clearance.
	+ Follow-up all shipments for Smooth loading from origin & Transshipment ports.
	+ Interact with Marketing Teams in arranging their shipments as per time-lines.
	+ Make payment requisition.
	+ Payment Realization from bank.
	+ Finance Activities.
	+ Payments follow-up with Customers/Buying Agnets.
 |
|  |  |
| * **Klash Textile Private Limited**
 | **(2018)** |
|  As, **Internee**  |  |
| * + 3 Month Internship
	+ Finance & accounts
 |

**SKILLS & CERTIFICATIONS:**

|  |  |
| --- | --- |
| * Oekotex Certification
 | * Statistical Techniques (SPSS, AMOS)
 |
| * Time Management
 | * MS Office
 |
| * Windows
 | * Administrative Assistance
 |
| * Emails
 | * Multitasking
 |
| * Customer service
 | * Attention to detail
 |

**SKILLS & CERTIFICATIONS:**

|  |  |
| --- | --- |
| * English
 | * Urdu
 |
| * Chinese
 | * Punjabi
 |

**AWARDS & ACHIEVEMENTS:**

|  |  |
| --- | --- |
| * **Laptop**
 |  |
| * Shahbaz Sharif Youth Program
 |  |

**REFERENCE**

* **Provided on Demand**