|  |
| --- |
| **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**