# C:\Users\flash\Downloads\2465.jpgCURRICULUM VITAE

**Muhammad Nawaz Shaikh (Visit visa)**

**Contact # 00971 52 6317073**

**E-mail:** [**nawazattari2@gmail.com**](mailto:nawazattari2@gmail.com) **, nawazshaikhpk54@gmail.com**

**Objective:**

# Looking forward for an organization that offers a challenging and learning environment to work in and provide scope for Individual & organizations development, which offers attractive prospects for long term development and career growth

# Work History

# ACCOUNTS DOCUMENTS CONTROLLER/ Inventory Data Entry Officer. BELHASA Holding LLC Dubai UAE (May - 2016 – JUN-2018)

# Ordering inventory from vendors and suppliers and securing shipment arrival times

* Managing inventory by stocking and cataloging products for a business
* Performing quality check on stored inventory and discarding inventory that does not meet the company’s standard
* Updating inventory count and maintains inventory record to share with management and other stakeholder
* Reporting discrepancies inventory that indicates left, such as littler inventory last count.
* Implementing loss prevention program to prevent theft
* Obtaining estimates and price details from different vendors to compare costs.
* Reaching the accuracy of product details and testing new products

**EXECUTION FORMAN – VESSEL/ Ship, DP WORLD Jebel Ali Dubai UAE (OCT-2011- DEC -2015)**

* Supervising gangs / stevedores, giving correct information and assign job for their duties and responsibilities such as lashing / unlashing cargoes according to plan
* Coordinating to control / ship planner & other supervisor ship side / Quay yard, stacking yard areas. Equipment control foreman / Supervisor for work cue activities
* Making immediate decision and sharing ideas to the ship planner as well equipment controller foreman on some miscalculation of work cues, job order for discharge and load containers for better and smooth operations
* Responsible for the safety of the gangs / stevedores working onboard ship / Vessel to prevent such incident like hazardous material from small to big piece of metals that may fall on gantry and containers as well lashing material that splattered all vessel specially on top of hatch lids access way walk, Cross walk.
* Preparing & making a report to the supervisors for completion of jobs handover to the next duty foreman about vessel status – if still not completed.
* Promoting a good leadership communication and coordination to the ship’s crews for better and smooth operation.

# Inventory Clerk /Data Entry for Vessel Execution/TALLY CLERK DP WORLD Jebel Ali Dubai UAE (AUG -2008- SEP -2011)

* Control the flow of loaded / empty vehicles under STS cranes according sequence sheet
* Report immediately to shift supervisor any shortage of vehicles that is causing delays to the arrival of containers
* Maintain fault and delay sheet for start and finishing times, vessel delay’s, yard delays, STS breakdown etc.
* Checks all containers for damage prior to loading or discharging and immediately report to shift supervisor for any exception

# ADMIN/ ACCOUNTS DATA ENTRY OFFICER (Pakistan) –

* Worked as “Admin/Accounts Data Entry Officer” for 05 Years DANCOM Pakistan Pvt. Ltd. Gujranwala, Pakistan

# SLAES OFFICER / MARKETING OFFICER (Pakistan) –

* Worked as “Marketing /Sales Officer” for 02 Years DANCOM Pakistan Pvt. Ltd. Gujranwala, Pakistan

Skills ---

* Excellent communication -
* Active listening
* Computer skills
* Customer’s service
* Leadership
* Management skill
* Problem – solving
* Time management
* Flexible with shift basis work environment (Day / Night)

# Personal Summery

Nationality : Pakistani

Date of Birth : **06-10-1975**

Sex : Male

Marital Status : Married

Visa Status : Visit visa

# Languages Known:

* English , Urdu, Hindi, Arabic , Hindi, Punjabi

# Education Qualification:

* Secondary School Certificate Punjab, Pakistan (Gujranwala)
* HSC / Intermediate / Diploma Punjab, Pakistan (Lahore)
* (DCS) Diploma in Computer Sciences Punjab /Pakistan (Lahore)
* (DCH) Diploma in Computer Hardware Punjab / Pakistan (Gujranwala)
* Internal Training Certificate DP World (Successful Completed operation Training for Tally Clerk/ MDT)
* Internal Training Certificate DP World (Successful Completed operation Training for Foreman, Vessel Operation)

# Computer Knowledge.

* Excellent operating MS OFFICE, Internet, outlook.
* Documentation
* Accounting

The above information is true belief and my knowledge