



## Muhammad Amir Sohail

### CONTACT

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 **LINKEDIN**

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### EXPERTISE

- MS Office
- Time Management
- Quality Management
- Operation Management
- Customer Services
- Presentations and Teamwork
- Organization, Analytical and Strategic thinker
- Odoo Software
- Procurement
- Professional Skill
- Inventory Management

### LANGUAGE

- English
- Urdu
- Panjabi

## ABOUT ME

Supply Chain, Data Entry, Management, Effective communication, Teamwork, Logistic Management and Transportation.

## WORK EXPERIENCE

### Tokyo Motor Inc

#### Import Executive

(Jan.2024 - Present)

- Shipment filling and creating Po and costing in Odoo software.
- Updating of import tracking sheet (CMR) on daily basis.
- Follow-up of all the shipment by sea and by air.
- Checking bill of lading and airway bill.
- Checking daily freight from freight forwarder and booking the shipment.
- Follow-up of all the invoice against booked shipment.
- Payment follow-up against all the shipment.

### Ayub Steel Traders

#### Operation & Dispatch Assistant

(03-Years)

- Manage the proper store items in the Store with raking system.
- Also have experience to dispatch material after Manufacturing Process.
- Also have experience to handling the Customers.
- Also have experience of marketing according to job Specification.
- Generate Inward and Outward Gate pass.

### Reliance PEB (Pvt) Ltd

#### Admin Assistant

(01-Years)

- Data Entry to prepare a proper computerized document.
- Assist in interviewing applicants and confer with senior level
- Working Capital Management and managing Operation in the field.
- Regular checking of payment as well as receipts voucher.

### RSM

#### Junior Clerk

( 01-Years)

- As a recruiter nurses and care staff in the UK.
- The Setup Closely resemble to Call center setup butt operate in different
- Manner likes Human Resource or Services, Agency work and downloading etc.
- Jobs description: CV Assessment and communicating to candidates for



## EDUCATIONAL BACKGROUND

### BBA In Supply Chain Management

2021-2023

NUML University

#### **Qualified**

### Bachelor In Arts

2018-2020

University of the Punjab

#### **Grade-B**

### Higher Secondary School Certificate (F.Sc. Pre-Engineering)

2014-2016

Panjab Group of College Pattoki

#### **Grade-B**

### Secondary School Certificate (Science)

2012-2014

Government High School

#### **Grade-B**