# Shoaib Anwar

**Address: Malir karachi**

**Cell: 03082762641**

**Email Address: shoaib.anwar202@gmail.com**

**Objective**

To working a reputable organization that provides challenging oriented work to keep up with the growing technological advancement and to perform a vital role in such an organization where i can fully utilize my knowledge and my skill.

**Academic Qualification**

B.A :( Karachi University)

Hsc from :( Jamia Degree College) computer science

Ssc from :( Karachi board) computer science

**Experience**

**Name of Company: AL HADEER AUTO**

**Designation: Office Assistant**

**Responsibilities:**

* Answer phones and transfer to the appropriate staff member
* Handle and resolve customer complaints.
* Setup new customer accounts.
* Entry invoices bill in system.
* Update and maintain databases such as mailing lists, contact lists and client information
* Update and maintain internal staff contact lists
* Receive and assist customers and visitors
* Managed office equipment maintenance
* Customer service skills
* Adaptability and flexibility
* Problem-solving
* Make bill write quotation

**Name of Company: Nova Tex**

**Designation: warehouse clerk**

**Responsibilities:**

* Receive trucks and unload merchandise.
* Stack merchandise on racks.
* Stock warehouse with tools.
* Ensure machinery is serviced and functional.
* Check in merchandise and affix labels.
* Match purchase orders to sales orders and distribute to sales associates for processing.
* Fulfill customer orders.

**Computer Skills:**

* Ms Office
* Computerized Accounting (peachtree,quickbooks,tally)

**Languages:** Urdu English

**Personal:**

Father’s Name : ANWAR LASHARI

Place of Birth : KARACHI, PAKISTAN

CNIC : 42201-2574895-3