

Faiz Shariq

S/O Shariq Masood

2A/4 Al-Falah Housing Society,
Shah Faisal Colony Karachi# 25
Faizbaig96@gmail.com
+92336-0897114

OVERVIEW:

I am a student of BBA who is strongly ambitious to learn, grow and succeed by fair and ethical means. I am able to think on my own feet, possess a sense of responsibility and have a "can do" attitude. I am that sort of a person who has the natural ability to provide excellent service within a challenging environment.

EDUCATION AND QUALIFICATION:

- Studies Bachelor of Business Administration (Present)
- Higher Secondary – 2nd Division (2014-2016)
Board of Intermediate & Secondary Education – Karachi, PK
Commerce Subjects
- Matriculation – 2nd Division (2012-2014)
Board of Intermediate & Secondary Education – Karachi, PK
Science Subjects

SKILLS:

- Knowledge of Microsoft Windows XP/Vista (basic), Microsoft Office (word, excel, power point)
- Good practice of working on the Internet (Internet Savvy)
- Good knowledge of Blogging and online Social networking
- Confident and Neutral Accent of English
- Ability to Read, write, speak and understand English Language
- Fast English Typing Speed
- Excellent interpersonal, report writing, negotiation, and communication skills

EXPERIENCE:

- Worked as **Supply Chain Officer** at ***HealthTek Pharmaceuticals Pvt. Ltd*** (2018– June-21)
❖ **Responsibilities:**
 - ✓ Maintain dispatch record.
 - ✓ Weekly Sales Report.
 - ✓ Issuance of Stationary.
 - ✓ Weekly Maintain Finish Goods & Raw, Packaging Report.
 - ✓ Post Goods Issue on SAP
 - ✓ Maintain Stock of Packaging Material.
 - ✓ Making Production plan.
 - ✓ Urdu Circular typing.
 - ✓ Making price comparison.
 - ✓ Arranged supplies against Purchase requisitions.
 - ✓ SAP posting entry on daily basis.

- Worked as **CRO (Customer Relationship Officer)** at ***The Savvy School*** (2017– 2018)
- ❖ **Responsibilities:**
 - ✓ Parents Dealing.
 - ✓ Allocate duties of domestic staff & teaching staff.
 - ✓ Record keeping of stationery & issuance to the staff.
 - ✓ Updating & maintaining fee files, students & teacher files.
 - ✓ Fee defaulter checking & follow up.
 - ✓ Updating Class list.
 - ✓ Maintaining the Asset register.

- Worked as **Office Incharge** at ***Allied School Green Town Campus.*** (2014 – 2017)
- ❖ **Responsibilities:**
 - ✓ Parents dealing & Admission counseling.
 - ✓ Fee collection & bank dealing, Posting in fee posting register.]
 - ✓ Files & record Maintenance.
 - ✓ Data entry of School record.
 - ✓ All work of (English & Urdu typing).
 - ✓ Admission Registration.
 - ✓ Outdoor Procurement.
 - ✓ Arrangement of All school events.
 - ✓ Supervision of building maintenance.

- Worked as **IT Assistant** at ***Bright Scope Coaching Center.*** (2013 – 2014)
- ❖ **Responsibilities:**
 - ✓ Installation of windows.
 - ✓ Allocate duties of domestic staff.
 - ✓ Handling system related matters.
 - ✓ Initial networking.
 - ✓ Maintain record of system accessories.
 - ✓ Issuance of system accessories.

HOBBIES & INTERESTS:

Reading Books, Swimming, Playing Table Tennis, Watching Reality Shows like Top Gear, Analyzing current affairs and discussing the issues, Love to find out solutions for problems, and travelling

REFERENCES

Will be furnished as per requirement