



RIZWAN SHAD



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Block 4D, Surjani Town, Karachi.

To be a part of any organization running by open minded and visionary people and fast pace atmosphere seeking career where i can utilize my creative skills to the best of my abilities.

EXPERIENCE

PAKSUZUKI MOTORS COMPANY(LTD)

Quality Controller

2017 - 2021



- Deliver Daily Status Reports in a Crisp, Concise Manner & Provide Upper Management a Full Detailed Risk Analysis.
- Invite Developers, Business Analysts and Product Managers To Relevant Discussions.
- Conduct Stand-Up Meetings Every Day: Your daily standup meetings' agendas should be short and to the point and choose your actions or words wisely. Good dispatchers are good communicators, are organised, can stay calm in stressful situations, and have excellent multi-tasking skills. They must be able to coordinate, handle phone
- coordinate scheduled calls, and operate radio, phone, and computer equipment. The Service Desk Operator's job is to maintain computer systems and provide technical support for software and hardware. Assists staff with the use of software and hardware. Customer service and communication. Provide advice and operational support to all users on operating systems and applications, among other things.

KOLSON

Dispatch/Desk Operator

2014 - 2017



SSMF(PVT)LTD

Quality Controller

2013 - 2014



- SUPER STAR METAL FINISHING (PVT) LTD. is located in Karachi, Pakistan.
- Company is working in Car Parts and Accessories business activities.
- Company has been a quality leader in the plating industry since many years.

EDUCATION

BACHELORS OF COMMERCE

Karachi University

2012

BOARD OF INTERMEDIATE

Govt. Degree Boys College

2010 - 2011

SECONDARY SCHOOL Ghazi

Foundation School

2008 - 2009

EXPERTISE

- Despatch
- Desk Operating
- Quality Controller
- HR Admin
- Designer
- Computer Diagnosis
- Strong Communication
- Creative & Professional
- Teacher(Accounting)