

Ali Jawed

Address: House No # N-26 Sector 35/C Korangi Karachi

Cell No: 0316-1070293

E-Mail: alijawed991@gmail.com

Objective

To obtain a position that will enable me to use my strong organizational skills, develop new skills and ability to work well with people that will help me to learn working in a cross-culture environment to achieve the desired goal.

Education

BBA Marketing & Advertising

(Continue)

From ilma University Recognized by (H.E.C).

Intermediate Pre Engineering

From Karachi Board.

Matriculation (Science)

From Karachi Board.

Computer Skills

- MS Word
- MS Excel
- MS Power Point
- MS Outlook
- MS Visio
- Adobe Photo Shop
- In Page

Experience

Industrial Engineering (Data Entry Operator)

In working in U&I Garments (Junaid Jamshed) from Dec-2021 to Mar-2023

Job Responsibilities:

- Departmental operation wise cost per piece report.
- Monthly departmental operation wise cost per piece summary of all units.
- Monthly Designer Sample department cost per piece.
- Stitching salary VS PDS report.
- Counting physical machine of all units.
- Time & motion study to check out the existing method & proposed the optimistic.
- Basic data Entry on MS. Office.
- Making of Production floors layout.

Quality Assurance Representative.

In working in U&I Garments (Junaid Jamshed) from July-2021 to Dec 2021

Job Responsibilities:

- Monitor Monthly Fresh Goods and Rejection Defects Summary.
- Handel all HR related issue and quires by concern department.
- Keep File and maintain all quality Documents.
- Maintain factory outlet Delivery Details.
- Maintain E Shop, Domestic and International finish goods Data.
- Handel Customer Complaint as per return and exchange Policies.
- Managed the internal and external mail functions.
- Working and finding the point of customer satisfaction
- Basic data Entry on MS. Office.

Accountant Assistant.

In working in Shan Traders from Aug-2019 to June 2021

Job Responsibilities:

- Dispatch ledger to customer for billing on monthly basis.
- Customer handling from account opening to managing their regular sales.
- Warehouse Management.
- Daily Vehicle Closing of distributors.
- Daily cash collection from distributors.
- Make Daily Sales Cash Collection report.
- Daily cash deposited into bank.
- Record keeping of daily Cash and Credit sales.
- Compliance department Management
- Maintain store stocking as per distributors.
- Maintain Daily Closing report as per system.
- Maintain store stock physically and systematic.
- Make daily flow report of stock.
- Maintain store stock as per distributors order.
- Labor Control.
- Coordinate with Sales H.O.D.

Personal Profile

- | | |
|-------------------|----------------------------------|
| • Father's Name: | Jawed Jameel |
| • Date of Birth: | 26 th -September-2000 |
| • N.I.C No# | 42201-3549180-9 |
| • Religion: | Islam |
| • Marital Status: | Single |

Reference

- Available upon request.