

# Sila Alam

Seeking a job in a reputable organization with the aim to provide intellect of hard working, creativity, team work, knowledge and serve with sincerity.

## Details

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+92 348 163 0929

F-120 B clayton quarters near shah najaf

imambargah, jamshed road.

Karachi, Pakistan (74550)

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## Hobbies

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- Reading Books
- Surfing Internet

## Highlights

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- Works well under pressure
- Exceptional interpersonal skills
- Highly competitive
- Master with Employee Management
- Highly responsible and reliable
- CIT Certified

## Experience

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**Logistics Officer - 03/2018 to Present**

**Master Enterprises Pvt Ltd, Karachi**

- Communicate with suppliers.
- Monitoring the orders
- Updating the stocks in ERP.
- Managing daily reports.
- Answer inquiries and resolve issues immediately.
- Handling database.

## Education

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**MBA IN HR: Muhammad Ali Jinnah University (2022), 3.7 CGPA**

**BACHELORS IN COMMERCE: University of Karachi (2016), 1<sup>st</sup> DIVISION**

## Achievements

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Received the Merit Award Certificate for Best Achievement from Muhammad Ali Jinnah University.