

WALEED SARFARAZ

1/100 A Big Plot Shah Faisal
Colony Karachi, 75230
+92-343-2729599
waleedshah093@gmail.com
linkedin.com/waleed-shah

To work in a competitive and dynamic environment, where I can enhance my working capability and professional skills to serve my organization in best possible way with sheer determination and commitment.

Education

Bachelor of Science
University Of Karachi, Karachi
2011 - 2017

High School Diploma
Intermediate, Pre Engineering
Karachi Board
2009 – 2011

Relevant Experience

Lab In charge

Fazaia Degree College, Faisal, (Present)

- Prepare the equipment, reagents, and physical setup for all lab classes.
- Maintain current inventory status of all consumables.
- Work with administrative assistant to manage the determined budget for the laboratory expenses including small equipments and consumables.
- Report data and compile information into graphs and documents
- Monitor ongoing test and experiment, noting any difference.

Administrative Assistant (2016-2020)

Fazaia Degree College, Faisal

- Handling office tasks, such as filling, generating reports and presentations, setting up for meetings, and reordering supplies
- Support team by performing tasks related to organization and strong communication.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

Freight forwarder (2014 - 2016)

Fahad Impact

- Assisted with cargo screened with CCSf station.
- Work directly with customer to coordinate with consignee.
- Include quotes, prices, billings, local pickup of freight, data entry, completing all invoice and paper work for a consignment.

Freight Forwarder (2012 - 2014)

Johar Cargo

- Work directly with customer to coordinate with Air and Land Shipment
- Include quotes, prices, billings, local pickup of freight, data entry, completing all invoice and paper work for a consignment.
- Keep record of goods dispatched or received.
- Prepare invoices or cost quotation for freight and transportation.

Skills

- Customer Services
- Human resources
- Team management
- File and Record Management
- Team Building
- Problem solving skills.
- MS Office (Word, Excel, Power Point)
- Sales Marketing
- Cargo, DGR & Ticketing