

Muhammed Naveed Yousuf



Address: House #166/C Mehmoodabad
attached PECHS 6, Karachi 75460
Contact: 0092-345-3520113 (whatsapp)
0092-316-6194892
em@il: naveedyousuf777@gmail.com

Personal Information

Fathers name	Muhammed YousufPervaiz (late)
Date of Birth	December 22 nd 1980, Karachi
Marital Status	Married

Academic Qualifications

Graduation (International Relations) from Karachi University

Professional Skills

- Team Manage
- Customer Service
- Administrative
- Work Plan
- Purchase
- Inventory control

In Computer's

- Web surfing
- Windows & software installations
- MS Office (Word, Excel, outlook, Power point)

Career History



Customer Representative Officer at 360 BPO (2018 – March 2020)

International lead generation/Survey Programs of Diabetic, Topical Pain Cream, Brace (DME), and Cancer Prevention (CGX)



Inventory Auditor at Southend Club, Karachi (2013 - 2018)

Vendor price negotiation with terms
Administrative works
Purchase work
Keep records maintain
Warehousing and Inventory Management
Stock Issuance



Assistant General Manager at SBR Indenting House (2012–2013)

Dealing with International supplier and local client
Secretarial works
International correspondence



Production Supervisor in Systems Limited, Karachi (2009-2012)

International correspondence
Work on USA based Mortgage, Tax and Deed Documentations
Daily production report to head

Award

Outstanding Performance Award from Systems Limited

References

Available on request