Muhammed Naveed Yousuf

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attached PECHS 6, Karachi 75460

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0092-316-6194892

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Personal Information

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

Marital Status Married

Academic Qualifications

Graduation (International Relations) from Karachi University

Professional Skills

Team Manage Customer Service Administrative Work Plan Purchase

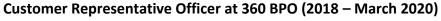
Inventory control

In Computer's

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

Career History





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

<u>Award</u>

Outstanding Performance Award from Systems Limited

References

Available on request