**SAQIB MAJEED **

**Adress**. Ladhe Wala Warraich Gujranwala

Cell. **0302-4280462**

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**Objective:**

To contribute to a stimulating environment with challenging job where I can utilize my knowledge and skills effectively and efficiently.

**Acadmic Qualifcation:**

**Intermediate**

Bise GRW-2015

**Graduation**

AIOU Islamabad. (2020).

**Job Information 1**:

**Joining:** Oct, 2017 - Till May 2019

**Designation:** (DVO) Distribution Voyage Officer

CM Enterprises. (Hybrid) (Under Instructions of CCBPL Gujranwala)

**Key Role & Responsibilities:**

* Ensuring Stock availability and achieving Primary sales targets of distribution
* Ensuring Timely Supply of Stock to shop.
* Cultivating relationships DDP Department
* Placement of Order to CCBPL
* Load Management in order to keep smooth supply and Stock Level
* Bridge Between Distributor and CCBPL staff
* Supervision of Financial Matters of Outlets Discount

 **Job Information 2 :**

**1. Shell PVT**

Duration: May 2022-till continue

**Designation**:Accounts & Audit

**Professional Skills**.

* A self-starter with a strong sense of urgency who respond positively to challenge and pressure
* A fast learner who is a practical and ingenious problem solver.
* A fluent and articulate communicator, flexible and responsive, self-directed, goal oriented doer.
* Innovative.
* Positive Attitude
* Effective Inter-personal skills.
* Good in building & maintaining relationships.
* Problem solving ability
* Strong counseling & convincing technique.

**Computer Skills**

Proficient in MS Excel, Word and Power Point.

Proficient in CCI Voyage.

Usage of FIT Reporting

Oscar Software (Shell)

 **Personal Information:**

 **Name:** Saqib Majeed

 **Father’s Name:** Abdul Majeed

 **Date of Birth:** 10-02-1994

 **Emirates ID #:** 34101-7296443-5

Reference will be given on demand.