

ZUBAIR AHMED MALANO

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Objective

Get myself engaged in a dynamic & challenging environment with a well recognized organization: apply my academic and practical knowledge, for achieving the organization goals at all possible costs.

Work Experience

2007-2021, worked as Senior Operation Officer at Pakistan International container terminal Ltd (ICTSI Group, Manila), in Customer Care Department deal with Export / Import invoicing, documentation, HelpDesk and Gate entries etc.

ENGAGED IN:

Invoicing Export, Import, removals, General, Transfers, Discounts.

Documentation Export / Import, collection & verification of Dos, NOCs, Excise, custom Certificates etc and system updates.

Export documentation and reporting of TR, TR list, EGM & MDB.

Help Desk issues like Scanning, Examination and weights.

Reporting shipping lines through emails and land mails export / import.

2006-2007, worked as Computer Operator at (Umar Munshi Associates), consulting Engineer's, Architecture and Planner's.

2003-2006, worked as Export documentation Incharge at (BIG "W") Importers, Exporters PvtLtd.

Education

1996-1997 Bachelor of Science
From Shah Abdul Latif University of Khairpur.

1994-1995 Intermediate
From Board of Intermediate & Secondary Education Sukkur,

1992-1993 Matriculation
From Board of Intermediate & Secondary Education Sukkur.

Other Skills

- ✓ Sound working knowledge with software like, Billing, Oracle, Navis.
- ✓ MS Office.

Personal Information

- ✓ **CNIC NO.** : 43304-91529585
- ✓ **Date of Birth** : 1st January, 1978
- ✓ **Marital Status:** Married.
- ✓ **Religion** : Islam.
- ✓ **Father Name** : **Abdullah Malano**
- ✓ **Nationality** : **Pakistani**

Reference

- ✓ Will be furnished on request.