



## WAJID KHAN

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DOB : 15/02/1987

### OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my technical and management skills for the growth of the organization as well as to enhance my skills and knowledge about new and emerging trends in the IT sector.

### EXPERIENCE

**DARAZ.PK** 2022 - 2023

**Inbound Officer FBD**

Inbounding new SKU in WMS (warehouse management system)  
Quality and Quantity Checking of product.  
Reporting of new and old POs(purchase orders)  
Processing FD (failed delivery) packages on daily bases.  
Inventory management.

**DARAZ.PK** 2021 - 2022

**Sort Processor First Mile Dept**

City wise sorting of packages.  
Creating MU (mobile Unite) Using LOP( Logistics operation platform)  
Clearing daily basis backlogs.  
Emailing to concern person on daily bases.  
Inbounding of incoming packages.  
Dispatching of vehicle to concern destinations.  
RTV (Return to Vendor) processing.  
Customer Care.

**JAMAL AVIATION** 2017 - 2019

**IT Assistant**

Installation and configuration of S/W and H/W

**POPALZ.COM.PK** 2014 - 2015

**Data Entry Operator**

Searching and making classified Ads for popalz.com.pk  
Making daily & weekly reports.

### EDUCATION

**QURTABA UNIVERSITY OF SCIENCES & IT PESHAWAR, PAKISTAN** 2013

BCS (Hons)

### SKILLS

Typing Speed 28/wpm,MS Office  
,Online Marketing ,Communication ,Leadership,

### REFERENCE

Reference will be given on demand

### INTERESTS

Internet Surfing , Online Marketing , Gemstone

### LANGUAGE

English , Urdu, Pashto