



ZAIGHAM KHAN NIAZI

PROFILE

To be a part of growing organization that provides an opportunity of a long term career with opportunities of growth by utilizing my knowledge and skills to achieve organization goal.

PERSONAL

INFORMATION:

- **Father's Name:** Saleem Niazi
- **Date of Birth:** 12th Feb, 1997
- **Marital Status:** Married
- **Religion:** ISLAM
- **Nationality:** PAKISTANI

CONTACT

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Address: Nadeem Arcede building 5th floor Jamila street siddiqwahabroad near pso petrol pump karachi South

language:

Series 1, URDU
WRITING, 0.25

Series 1, URDU
READING, 0.6

Series 1, ENGLISH
READING, 0.8

Series 1, ENGLISH
WRITING, 0.75

EDUCATION

The Educators:

Matriculation in science group in 2013

Cyber King Institute Of Information Technology

Ms Office July 2019 to Dec 2019

Abdullah Haroon Government College:

Intermediate in Pre Engin 2015

WORK EXPERIENCE

Unique Enterprises (Clearing Forwarding Agency Company)

Jan 2015 To Oct 2020

Worked as an Assistant Import Manager

- Custom Files entries
- Customers dealings
- Computer Operator
- Data Entry operators

United Towels Exporters

Nov 2020 – Feb 2021:

- Working as an Inventory Controller in United Towels Exporters
- Inventory Controller
- Warehouse Officer and Operator
- Quality Checker

Gobis Paint Industries (Alcid Paint Industries)

Mar 2021 – Oct 2021:

- Sales & Marketing
- Riders and Marketing

KEY SKILLS AND ABILITIES:

- **MS Office** (Word, Excel, Outlook, Powerpoint, OneNote, Access)
- **Google Drive** (Docs, Sheets, Slides, Forms)
- **Spreadsheets** (Excel, Google Sheets, OpenOffice Calc)
- **Email** (mail merge, filters, folders, rules) Presentations
- **Decision Making.**
- **Management.**
- **By Leadership.**
- **Organization.**