

CURRICULAM VITAE

SYED SIKANDER SHAH

House # 175, Area "Y", Sector 40/C,
Korangi # 1 ½, Karachi

Hello - 0345-3084215

Email address: sikandars696@gmail.com

CAREER OBJECTIVE

I want to achieve my goals, target and have a great wish to brighten my career to work hard punctually and regularly to be honest and sincere for the development, prosperity and smooth functioning of the organization with entire satisfaction and cooperation of the colleagues under the guidance of my superiors in a healthy environment.

EXPERIENCE

KASHISH & KAWISH TELEVISION

Sept, 17 – Dec, 18

Assistant Billing Manager

Responsibilities

- ✓ To monitor and maintain Tax Challan
- ✓ To maintain Q-Sheet reports
- ✓ To monitoring missing entries and reconcile the report
- ✓ To support different departments as per requirement
- ✓ To maintain monthly and quarterly report for Management

Feb, 17 – Aug, 17

MEKO TEX

Assistant Planning Officer

Responsibilities

- ✓ To maintain daily rejection reports
- ✓ To record good issue and arrival in Oracle
- ✓ To maintain Job Cards
- ✓ To maintain Grading Reports
- ✓ To maintain inventory and record into oracle

From 2015 – 2017

M/S KAM INTERNATIONAL (PVT) LTD

PLANNING ASSISTANT

Responsibilities

- ✓ To maintain daily Production reports
- ✓ To monitoring Transportation and update records
- ✓ To maintain inventory on daily basis
- ✓ To maintain shipments record in Oracle
- ✓ To maintain PO of different items
- ✓ To reconcile the inventory of Store
- ✓ To update daily cut pieces reports

From 2013 – 2015

M/S INDUS MOTORS (PVT) LTD

ASSISTANT IN WELDING PLANT

Responsibilities

- ✓ I was on Apprenticeship and learning the different department work as per their requirement

ACADEMIC QUALICATION

- Matriculation (Science)
From Karachi Board of Secondary Education
- Intermediate (Commerce)
From Karachi Board of Intermediate
- B.Com (Part-II) in Progress
From University of Karachi

EXTRA QUALICATION

- Microsoft Word, Excel and Power Point
- Browsing emails
- Searching Site and use as per requirement
- Typing Speed 40 WPM.

PERSONAL INFORMATION

FATHER'S NAME	:	SYED SAEED NAWAZ
DATE OF BIRTH	:	4 TH NOVEMBER, 1994
MARITAL STATUS	:	SINGLE
CNIC #	:	42201-5192755-9

REFERENCES

Can be furnished upon request