**SYED FAROOQ SHAH**

Flat#301/A Gulshan-e-Shamim Commercial III Yaseenabad F.B Area Block 9 Karachi Pakistan.

Contact No. 0313-2421334

Email: [sfs.gilani@yahoo.com](mailto:sfs.gilani@yahoo.com)

OBJECTIVE:

To utilize my utmost potential and abilities in serving and contributing towards the success of a dynamic and progressive organization that provides constant opportunities for personal and professional growth.

COMPUTER SKILLS:

.

* C.I.T (Certificate in Information Technology).
* Outlook Express / Microsoft Outlook.

WORK EXPERIENCE:

**Express Trading Company** (Currently Working as Admin/Accounts/Marketing Assistant from April 2019)

* Perform all duties related to Admin/Accounts Import/Export-Marketing from Client to Vender-Shipping to Clearing Agents. Facilitation, Billing and other duties related to Admin work.

**Cosmos** (Intern HTML in Utopia.pk from 16 Aug 2017-17 Nov 2017)

Cosmos is an American base firm deals in E-Commerce with Brand (Utopia deals for America and Utopia.pk for Pakistan) and also in Digital marketing.

* Received item data record from Vendor management and coding in HTML.

After HTML transfer on back end programming Nebula for items can be live on site available to be purchased.

**Badar Expo Solution Services** (Intern Procurement Assistant/Facilitator for Ideas International Defense Exhibition 2016)

* Support the acquisition chief and administration to manage or satisfy the necessities or prerequisite from Depo staff for International Defense Exhibition and Seminar.
* Received demand from staff then subsequent to managing seller settle the demand keep up getting and issuing stock of further things.

**Data Runner Limited** (Processor in New Business Unit Card Ops Dept in Standard Chartered Bank on DRL contract from Mar 2012-May 2013)

* Receiving Credit Cards Applications through Fast Track.
* Reconcile all Application received from Sales.
* Look Discrepancy Applications & referral to sales.
* Data Capturing of Credit Cards Applications through Software (Ecaps&Eops).
* Forwarding responsibility of Application to pertain department.

ACADEMIC QUALIFICATION:

* Passed M.com from Karachi University.
* Passed B.com from Federal Urdu University of Arts, Science & Technology.
* Passed H.S.C from Govt.Islamia Arts&Commerce Collage.
* Passed S.S.C from Hasan’s Central Public-School Karachi.

Certification:

* Smart Phone Repairing and Software from Infra.

Further Skills**:**

* Effective communication skills (written & spoken).
* Team - oriented, Creative, Quick learner with good Inter-personal & Analytical skills.
* Good judgment and analytical skills.
* Ability to conceptualize, draft and implement new / revised processes.
* Ability to work unsupervised, to work on own initiative and prioritize work.
* Attention to detail.
* Understand and adapt to changing technological and business environment.
* Self-motivated, hardworking and punctual.

Personal Detail:

* Father Name: Syed Abdul Majeed Shah
* Marital Status: Single
* CNIC: 42201-0984232-1
* Achievements: Got 2nd position in Weight class of Sr-Mr. East Model Physic and 3rd Position in Sr-Mr. East Body Building championship 2021.

REFRENCES:

Will be furnished upon request.