



SYED SHAHMIR HAIDER NAQVI

A-109 sector "D" Saadat-e-Amroha Society Near
Saaditown
karachi.

shahmirhaider155@gmail.com
0310-0105052
DOB- 31-08-1998

Objective

Dynamic and result-oriented professional with 2 year of experienced of office management supervision and administration provides confidential support to senior and high level official to ensure compliance with company objectives.profitabilty believe in the value of team work good communication skills,responsibilities and accountable.

Experience

Pak Shaheen container terminal

March 2018 - Oct 2019

Upper division clerk
Data entry operator maintain files and records Container in and out clearance and other office work.

Expert in weboc system

HMARK CONSULTANTS

Nov 2020 - Sep 2021

Documentaion officer
COURSE:Team mangement (University of Toronto)

Pak Army

Jan 2020 - March2020

Janbaz
Pak army (reserve force)

Courses : Team mangement
Business Management
Data Analysis

Education

White house Grammer school

Matric
2014 — 1st division

Govt national arts and commerce collage

Intermediate
2016 — 2nd division

University of karachi

Bachelors of commerce
2020 — (Continue)

Skills

- Ms word,Excel,ms Internet explorer fluency in microsoft and office applications.
- office administration,general accounting
process improvement,process development

Interests

- Reading newspaper books and articles
- watching movies

Language

English language and urdu

Activities

playing cricket,football,hockey,badminton and listening music.

Additional Information

Father Name: Syed hasnain Haider naqvi
Date of birth: 31-08-1998

Gender: Male
Religion: Islam
Nationality: Pakistani
Status: Single
C.N.I.C No: 42101-9516961-3

<i>Reference</i>	Syed hasnain Haider naqvi - SPO
	custom house 03118128177
	Syed shahan Haider naqvi - Boarding officer
	Cosco shipping 0314815161