

# Syed Jabbar Raza

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**Father Name**

Syed Sajjad Hussain

**Date of Birth**

01-Sep-1990

**Nationality**

Pakistani

**Religion**

Islam

**Marital Status**

Married

**Career Objective:**

“To achieve excellence in my career and provide services which utmost commitment and dedication in a professional organization, which will offer me a challenging and motivated environment & to serve your organization with the best of my interest for its progress and development.”

**Education:**

- **BA (Arts) (1<sup>st</sup> Division)**  
From (Punjab University)
- **FA (1<sup>st</sup> Division) BISE GUJRANWALA**  
From (Govt. Degree College Daska)
- **Matric (1<sup>st</sup> Division) BISE GUJRANWALA**  
From (Govt. High School Ban Bajwa)

**Experience:**

**1:-Perazalsus (Medicine Company):-**

Worked as a Sales officer  
**Duration: - 3 Years**

**JOB DESCRIPTION:-**

- Take order from medical stores and send the queries to company on daily basis.
- Must had to accomplish target which discussed in monthly meeting.

**2:-Aman Transaction following (DUBAI):-**

Worked as a Typist  
**Duration: - 1 Years**

**JOB DESCRIPTION:-**

- Prepare documents regarding visa Typing.
- To manage the office working

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## **3:-VISION TECHNOLOGIES CORPORATION SIALKOT**

As Supervisor (**Packing, Warehouse Logistics, Shipping& ERP NetSuite**)

**Duration: - 5 Years (continue)**

### **JOB DESCRIPTION:-**

- Receive finished goods from semi packing.
- Arrange all packing cartons and manage labeling on those cartons.
- Checking entries in the software of production.
- Verifying the items physically and in software.
- Prepare consolidated production planning sheet.
- Receive shipping invoice from sales department and manage our working according to the invoice and ship the container.
- To put entries in NetSuite related to packing ,warehouse and shipping

### **TECHNICAL SKILLS:**

#### ➤ **Operating Uses**

- Window 8.1 , Windows 10 , Window 7

#### ➤ **Software Packages:**

- Peach Three
- Microsoft Office

#### ➤ **Other Uses**

- Emailing
- Scanning
- Editing
- Printing

### **Language Proficiency:**

- English (Read, Write & Speak)
- Urdu (Read, Write & Speak)
- Punjabi (Read, Write & Speak)

### **Hobbies & Interests:**

- Internet Searching
- Seeking General Knowledge
- Watching Movies

### **Reference:**

"Will be furnished on Demand."