

Adil Khurshid

Logistics Officer at Jhangwal Awan Logistic

To gain as much practical knowledge as possible and to use my skills and abilities effectively. To utilize and enhance my capabilities, knowledge and skill in a viable manner for the benefit of the organization that encourages innovation and creativeness in the job process.

Contact Info

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Strengths & Skills

- ✓ MS Office
- ✓ Work Breakdown Structure
- ✓ Task Management
- ✓ Interpersonal Skills
- ✓ Good attitude.
- ✓ PeachTree
- ✓ Financial Services
- ✓ Time Management
- ✓ Communication Skills
- ✓ Payroll
- ✓ Telly
- ✓ Financial planning
- ✓ Team player
- ✓ Administrative Skills
- ✓ presentation skills

Academics

Title	Institute	Score	Date
MBA	Bahria University, Islamabad	70%	2017
BBA hons	University of Azad Jammu and Kashmir (AJK), Muzaffarabad	3.2 CGPA	2015

Experience 2 years

Company	Designation	Duration	
jhangwal Awan logistics	Logistics Officer	Jun 2017 - Oct 2017	4 months
Estate Office Govt Pakistam	HR Intern	Mar 2017 - Jun 2017	3 months
NineSol Technologies	Information Officer	Apr 2016 - Mar 2017	11 months
Pakistan red crescent society islamabad	HR Intern	Jun 2014 - Sep 2014	3 months

Work History

jhangwal Awan logistics

Jun 2017 - Oct 2017 (4 months)

Logistics Officer

Islamabad, Pakistan

- Ensure on-time shipments at all times
- Comply local warehousing, material handling shipping requirements; enforce adherence to requirements; advising management on needed actions
- Schedule transportation
- Coordinate and present logistics support to ongoing transport operations.
- Preparing bills and keeps the record of vehicles.
- Salaries design of employees
- Co-ordination with staff and giving them rewards and incentive on performance basis.
- Develop reports on material and personnel movements and various operational logistics problems.
- Guide and oversee performance of new and junior logistics officers
- Recruitment processes.
- Job design and job description for new positions
- Performance evaluation of existing employees
- Maintaining Records a detailed sheet of fuel consumption.
- Ensure finished product inventory is handled distributed efficiently; identifying issues from daily reports; resolving problems

Estate Office Govt Pakistam

Mar 2017 - Jun 2017 (3 months)

HR Intern

Islamabad, Pakistan

Involvement in recruit process
Interview scheduling
Intraction with short listed candidates
Data management of employees
Payroll

Work with HR manager in compensation system
Placement of job Aids
Design of job description

NineSol Technologies

Apr 2016 - Mar 2017 (11 months)

Information Officer

Islamabad, Pakistan

- Answer incoming calls to provide information on company's product and services. Resolve customer complaints via phone, email, mail, or social media.
- Initiating Outbound calls to consumers to guide about company own products.
- Receive customers request by telephone or email, analyze requests, provide information requested or ascertain who best can provide the information, and routes the request to the proper person.
- Regularly provides feedback on the soundness and effectiveness of the customer service department's policies and procedures.
- Facilitates the collection of competitive information in order to monitor business trends and opportunities.
- Prepare, generate and distribute daily reports and order acknowledgements to appropriate personnel.
- Responsible for notifying administration of any required updates of customer records on the organization's internal database

Pakistan red crescent society islamabad

Jun 2014 - Sep 2014 (3 months)

HR Intern

Islamabad, Pakistan

- Assist in implementing HR policies and procedures
- Co-ordinate all recruitment activities and induction process for new starters
- Be accessible and respond to staff/manager enquiries in a timely manner
- Establish and maintain administrative systems and processes that allow effective management of all correspondence, reporting requirements and documentation, including personal details of all new staff members and updating and accurately maintaining data of all existing employees.

Projects

University projects

Feb 2016 - Present (1.7 years)

Company: Bahria university

Tools: MS office

- Impact of employee turnover on organizational performance
- Business plan of Tourism.
- Business Plan of Sims Servo.
- Project Management plan.
- Research on Employees relations and job satisfaction
- Marketing Gala.
- internship report at PRCS during internship.
- Thesis on impact of work-life-balance on organizational performance
- project to design the job description,

Awards

Title	Authority	Date
Member of Management society	Bahria university	2016
Volunteer	PRCS	2014

References

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NineSol Technologies
adnantasawar99@gmail.com

Akhtar Ayoub | 03558126666

PRCS muzaffarabad
akhtar.ayoub@gmail.com

Industries

- Recruitment/Employment Firms
- BPO
- Event Management
- N.G.O./Social Services
- Distribution and Logistics

Languages

- English - Native
- Urdu - Native

Functional Areas

- Human Resources
- Marketing
- Accounts, Finance & Financial Services

Hobbies

Reading articles
Internet browsing
Swimming
Badminton

Reading journals
Novels
Playing snoker