



SHAHID SULTAN

Career Objective

To achieve excellence through hard work and commitment to my duties. I want to work in an organization that provides me a professional environment where I can polish skills and prove my abilities. To be able to work for an encouraging and stable company that will assist me developing, improving the Necessary skills in order to become the best employee of organization.

CONTACT

 Muharraq, Bahrain

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 Pakistani

LANGUAGE SKILLS

English **75%** 

Urdu **95%** 

Hindi **40%** 

Punjabi **80%** 

Arabic **20%** 

PERSONAL SKILLS

- Achiever
- Analytical
- Positive
- Energetic
- Creative
- Communication skills
- Computer related works
- Innovative mind
- Leadership
- Responsible

EDUCATION

(2010) Bachelors in Economics (**Economics**)
o University of the Gujrat

(2007) Inter. In Pre Eng. (**Pys, Math & Che.**)
o Fedral Board Islamabad

(2004) Matric. In Science (**Computer, Math, Phy., Che**)
o Gujranwala Board

EXPERIENCE

(2019 to till) Nawab Traders as (Sales Executive Representative)

- Builds business by identifying and selling prospects.
- Maintains relationships with clients by providing support, information, and guidance.
- Prepares reports by collecting, analyzing, and summarizing information.
- Contributes to team effort by accomplishing related results as needed.

EXPERIENCE

(2018 to 2019) Golden Enterprises as (Export Manager)

- Exporting Pink Salt with India, also Importing Seed Lac from India
- Solving the problems Importing and Exporting with India.
- Deal with Pakistan Customs and FIA.
- Also deal with Banks for international transactions.
- All kind of office related work.

Professional SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Window Installaion
- Weboc for Custom
- Online Researching

HOBBIES



EXPERIENCE

(2017 to 2018) Karwan-e-Waziristan Traders as (Office Admin)

- Handle day-to-day client, arrange meeting & Collect data regarding import and export.
- Take an appointment from India for export, arrange all necessary documents.
- One-to-one meeting with client regarding any inquiry.
- Daily export and Inquiry report to head of company.
- We deals with all Immigration services to India.
- Provide all lattest news to client about immigration.
- Make their settlement plan in other country.
- Make strong binding with clients for business.

EXPERIENCE

(2015 to 2017) MLS Building System as a (Assistant Accountant)

- Provide organizational and leadership strengths within a team environment
- Strong sense of ethics and an ability to work effectively in teams, boost sales and market.
- Interpersonal skills and communication to stable market.
- Make sale strategies and plan for monthly bases.
- New client wins to enhance sale.
- An ability to understand, analyze and communicate market related information to importer, exporter & local Gypsum purchasers.
- Punctual, honest and hard work to the work.

EXPERIENCE

(2013 to 2015) MUSE as a (Customs Clearance Officer)

- Strong organizational skills
- Accuracy and an eye for detail working with customs staff.
- Ability to make plan and organize work with the appropriate sense of urgency based on customers and business needs.
- Active listener and communication skill.
- Invoice processing and deliver order to customer urgent basis.
- Energetic work attitude.
- Sharp problem solver.

REFERENCE

Will be furnished on request.