



ZAIN UR RASHEED

Profile

Have strong and effective organizational skills a good team player.

Excellent Interpersonal, Communicational skills.

Played a key role whilst attending numerous meetings with colleagues, customers & contracted companies.

Ability to work under hostile and stressful conditions. Urge to learn more and power to face problem.

Honest and pleasing personality

CONTACT

PHONE:

+923059317758

EMAIL:

zainurrasheed@gmail.com

❖ EDUCATION:

❖ **I . COM – Inter of Commerce**

❖ Gujranwala Board - **PAKISTAN**

❖ Presently working:

❖ Company : Unilever

❖ Position : Computer Operator/ Data Entry

❖ Duration : From 08 December 2021 to till, Date

❖ Location : Jhelum – Pakistan

➤ DUTIES & RESPONSIBILITY:

Stock Collecting

❖ Arrangement of goods

❖ Reported to management about daily activities with all detail's information and all incidents/accidents, which is, happens on the locations for acknowledgement of management and their implications and rectifications.

❖ Correction of unsafe tasks and unsafe conditions.

❖ Acknowledging the fire signal and make sure that it will be properly released to the Security Manager or Team Leader or assistance for investigation purpose.

❖ Restrict Control Room access to the authorized person Lost and Found enquiries.

❖ Safe caused of the lost and found items. Issuing metals and electric Keys.

❖ Other all-specific task as per department requirements.

❖ Maintaining key register, daily cash float and envelope dropped.

❖ Interaction with other departments and colleagues as required.

❖ Checking the belongings of the colleagues, Visitor and Contractors accessing and exiting in the premises by security checkpoint.

❖ Experience :

❖ Company : GAC LOGISTIC - **UAE**

❖ Position : Warehouse Operator

❖ Duration : From 2019 to 2021

❖ Location : DUBAI – UAE

❖ Computer Skills :

- Microsoft Office.
- Outlook
- Microsoft Windows (98/2000/Me/XP, Vista).
- Internet Email & Browsing.
- Trouble Shooting
- Power Point
- In page
- Operating system: MS Windows and DOS Prompt
- Software programs: Opera, accounting software

❖ Languages:

- ❖ English
- ❖ Urdu

LICENSES:

- HTV Diploma
- Driving License.
 - Light motor vehicle

❖ Hobbies:

- ❖ Kick Boxing
- ❖ Outdoor activities.
- ❖ Playing an instrument.
- ❖ Team or individual sports.
- ❖ Searching Watching movies
- ❖ Social media craze