

TOSIQ ARSHAD

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OBJECTIVE

Seeking a challenging and progressive career with an esteemed organization offering good future professional working environment. Enjoy challenges ambitious of work under high pressure for achieving goals.

QUALIFICATION

	GRADE/DIVISION
➤ Matriculation from Board of Secondary Education	B-Grade
➤ IELTS	6.5 Bands

EXPERIENCE

➤ **ACTIVITY CORPORATION**

Designation: Assistant Manager Operations

(Marine Group of Companies Pakistan) (Tenure March 2019 Still Continue)

Job Responsibilities:

- Arrangement of Trucks on Daily Basis For Road Transport.
- Maintaining Train Operation (Import & Export).
- Maintaining Documentation For Operation (Train & Road Transportation)
- Relationship between Clients about the Goods and Services.
- Prepare Agents Statement (Payable & receivable)
- Record Documents Handler
- Arrangement of Client Invoices
- Projects Handler
- Warehousing, Loading & Offloading Services

➤ LIMS AGENCIES (PVT.) LTD

➤ (Custom Clearing Agent and Forwarding Company).

(AS Assistant Manager.) (Tenure From 2013 to 2019)

Job Responsibilities:

- Arrangement of Documents For Release Delivery Order From Shipping Lines
- Web Based One Custom Operator
- Arrangement of Payments for Custom Duties

- *Arrangement for Taking Delivery From Port Premises*
- *Relationship between Clients about the Goods and Services.*
- *Arrangement of Trucks For Transportation.*
- *Maintaining Seaport Operations.*
- *Maintained Manual Filling Record*
- *Maintained Filling Case Wise Entry on System*

COMPUTER LITERACY

- MS-Office
- E-mail Handling
- Web Browsing
- Networking

EXTRA CURRICULAR ACTIVITIES

- Adventure Touring & Hiking
- Underwater Diving
- Sports Bike Riding

LANGUAGE SKILLS

- Good written and verbal communication in English and Urdu.

PERSONAL PROFILE

- Father's Name : Muhammad Arshad
- Date of Birth : 20th September 1994
- CNICNO. : 33104-5587028-3
- Marital Status : Single
- Nationality : Pakistani
- Religion : Islam
- Address : Flat no 002/B Ruby beach pride plot no FL-18 clifton Block 1 Karachi.