

# NADEEM AKHTER

## SKILLS

Committed, confident and capable Person who possess the required vision for a successful management.



nanadeem.akhter@gmail.com



0346 329 8424

## OBJECTIVE

I want to be a part of the success in an environment of growth and excellence and seeking a competitive and challenging environment where I can serve the organization and establish an enjoyable career for myself.

## EXPERIENCE

### **International Business Executive | SBT JAPAN Nov 2017-May 2020**

- Managed corporate client, key accounts.
- Process data, received via email, meeting, face book, web chat, customer portal.
- Maintain A high level of product knowledge
- ensure confidentiality and security of customer data while dealing with the customers
- Manage orders from booking till delivery.
- Ground support in clearing and forwarding from port to desired city
- Assist and advice customers regarding import policy and clearance and tax guidance

### **Customer care Executive | TCS Express and logistics | Jun 2015-Dec 2015**

- Handling problems within the organization
- Assisting in sales and Marketing
- Resolved queries for better customer satisfaction
- Served beyond customer expectation.

### **Supply chain Executive | Emirates logistics | Feb 2014-Sep 2014**

- Responsible for daily inbound and outbound activities.
- Scheduling time management for IB & OB activities
- Ensure that S.O.P is followed by every employee for quality control
- Conduct weekend opps meeting for coordination
- Handle clients (Unilever Pakistan, Dalda foods etc.)

## ACADEMIC EDUCATION

### **M.A (International Relation) | Jan2017 | Karachi university**

### **Master's in Business Administration | July 2013 | Heriot watt university, Edinburgh, UK**

### **Advanced Diploma in Management | Nov 2008 | Institute of Commercial Management, London**

### **Graduate Diploma in management | Sept 2007 | Institute of Commercial Management, London.**

## VOLUNTEER EXPERIENCE

- Firefighting training course (Emirates logistic may2015)
- Hazard analysis and critical Control point (HACCP2012)
- Hazard analysis and critical Control point (HACCP2013)

**Supervisor | The Food court-Ireland |  
Oct 2010-May 2013**

- Monitor food production and service to assure that Planned menu is followed all the time.
- Maintained an accurate inventory of all food supplies
- Assure that sanitation and safety procedures implement in all phases of food service operation
- Attends weekly meetings for efficient, Productive and client oriented.

**Trainee Manager | Supermac's Ireland |  
Jan 2010-Feb 2012**

- Ensure that Enough Stocks available for smooth running
- Monitor stock level using FIFO procedure
- Monitor and Motivate staff time to time
- Ensure to hit the targets.

**COMPUTER EDUCATION**

Diploma in Information Technology |  
Jan2002 | Genetic computer School,  
Singapore.

Diploma in Hardware and Networking |  
June2002 | Trade Testing Board,  
Karachi.

Computer Practical Training (CCPT) |  
Oct2002 | School of Business Studies,  
Karachi.

**References**

Available upon request