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| <h1>USMAN SHOUKAT</h1> <p>S/O SHOUKAT ALI</p> | | Contact | |  |
| | | Cell: +92-321-6552580 | | |
| <p>Citizenship: Pakistani</p> <p>Date of Birth: 18/02/1986</p> | | E-mail: usmanshk.mk@gmail.com | | |
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Mailing Address

House # P-404 St # 05 Near Modern Public School Main Bazar Mustafabad Sargodha road Faisalabad, Pakistan

Objective

To work in a dynamic organization where advancements are based on achievements, aspiring to utilize my technical skills to maximum, while contributing to achieving a new high in company excellence.

Education

| Year | Qualification | Grade |
|------|---|---------------------------------------|
| 2017 | MBA (Marketing) GC University Faisalabad | CGPA 3.21 / 4.00 |
| 2009 | B.com (Bachelor of commerce) Punjab University Lahore | Grade C (2 nd division) |
| 2005 | I. Com (Inter in commerce) Govt. Islamia College Faisalabad | Grade C (2 nd division) |
| 2003 | Metric in Science (Phys. Chem. & Bio) Govt. J.M Public High School Sheikhu Pora Road, Faisalabad | Grade C (2 nd division) |

Work Experience

- Presently working as an Assistant Manager Sales and Recovery in Fiber Cham International Textile Chemicals almost last from 2 Years.
Jobs Descriptions
 - Facilitate to prospective Leads, Schedule and follow up Customers.
 - Convey thoroughly Product Literatures and Sources of Manufacturing.
 - Perform cost-benefit analysis for prospective customers against competitors.
 - Maintain positive business and customer relationships for customer lifetime value.
 - Develop strategies for more effective sales.
 - Track all Appointments, Sales, Complaints and Outstanding Debts.
 - Locating and contacting debtors to inquire of their payment status.
- 1 year worked as a Senior Officer in LC (Local Sale Yarn) of Marketing Department in The Crescent Mills Limited Sargodha road, Faisalabad.
Job Descriptions
 - Follow through on calls with Leads and Schedule of Current Customers.
 - Generate the Contracts against the Prospective Customers Booking.
 - Create the Dispatch Plan on Daily Basis.
 - Responsible for the collection of Tax Challans and all relevant documents.
 - Co-ordination & follow up with Customers and recover Outstanding Payments.
 - Managing all available and need to produce of Stocks.
- 5 years worked as a Senior Staff in S&D (Shipment and Documentation) of Marketing Department in The Crescent Mills Limited Sargodha road, Fsd.
Job Descriptions
 - Handle Pre-shipment and Post-shipment activities.
 - Registration of Form E thoroughly WEBOC system.
 - Utilizing and balance the SRO 450.
 - Prepare to approve entire Export Documentations like B/L and Certifications of GSP and CO etc.
 - Responsible for LC scrutiny, submission of LC documents.
 - Co-ordination & follow up with banks, handle Outward and Inward remittances.
- 7 years worked as Assistant Fitter in Compressors Room under Utilities Deptt. In The Crescent Textile Mills Limited, Sargodha Road, Faisalabad.

Key Skills

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| Proficient or familiar with | <ul style="list-style-type: none"> ✓ Digiskills Online Courses (Freelancing & Digital Marketing) ✓ Computer Application Course (MS Office) ✓ Demand Based Training Course ✓ Using the Internet |
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Languages

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| English (proficient in speaking, reading & writing) | Punjabi (native) |
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References

Will be furnished on demand