



USMAN ALI

Job Hunting.



Dubai



+971525286951



21 June 2025



Usmanali24387@gmail.com

PROFILE INFO

Highly organised and detail-oriented professional with one year of experience in manifesting documents, identifying Mis-sorted shipments, and providing exceptional customer service. Possessing a strong ability to efficiently manage time, sensitive tasks while maintaining a high level of accuracy. Proven track record of successfully resolving customer inquiries and ensuring timely delivery of shipments. Skilled in using various computer software, such as Microsoft Office and shipment tracking systems, to effectively perform job duties. Strong communication skills, both verbal and written, with the ability to collaborate effectively with cross-functional teams.

EXPERIENCE

Fedex Express

Service Agents

At FedEx Express, I had the opportunity to work as a Manifesting Documents and Identifying Mis-sorted Shipments team member from January 2023 to 2024 in the United Arab Emirates. In this role, I was responsible for ensuring all documents were accurately manifested and shipments were correctly sorted for efficient delivery. My attention to detail and organization skills were crucial in maintaining the high standards of FedEx Express.

- Accurately manifested documents for shipment.
- Efficiently identified and sorted shipments.
- Maintained high standards of organization.
- Contributed to smooth and timely deliveries.

EDUCATION

2020 - 2022| University of Sargodha.

- **Masters in Education.**
CGPA 3.45

2017 - 2019| Allama Iqbal Open University Islamabad.

- **Bachelor of Art's.**

2014 - 2016| Board of intermediate & secondary Rawalpindi.

- **Faculty of Art's.**

2012 - 2014| Board of intermediate & secondary Rawalpindi.

- **Matriculation of Art's .**

LANGUAGES

- English.
- Urdu.
- Punjabi.

PROFESSIONAL SKILLS

- Data Entry & Database Basics.
- Email & Calendar Management.
- Microsoft Office (Word, Excel, PowerPoint).
- Shipment tracking system.
- Basic Computer.

SKILLS

- Strong communication skills.
- Resolves issues effectively.
- Learns new tasks quickly.
- Follows instructions carefully.
- Positive attitude.
- Works well in a team.
- Manages time effectively.
- Problem solving.
- Strong work ethic.
- Leadership.
- Critical Thinking
- Reliable and responsible.

REFERENCE

- Available On Demand.