

Mubasher Zia

To work at a challenging position with an organization which help me to grow in a professional and friendly ambience and where I can utilize my skills and strengths towards the achievement of the organization's goal and objective.



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📍 Sharjah, United Arab Emirates

EDUCATION

B.Sc. (Hons) Agriculture Sciences
University of Agriculture Faisalabad, Pakistan
2015 - 2019

WORK EXPERIENCE

Quality Auditor
Diamond Fabrics Limited Sapphire Group
09/2022 - 09/2023 *Sheikhupura, Pakistan*
apparel textile company

Achievements/Tasks

- **Production:** checking production at different stages stitching, washing, pressing, attachment, tagging, finishing, packing and dispatch according to the pre decided quality standards of the company.
- **Store working:** checking accessories, managing store goods receiving and issuance. Stock inventory reports. making records of acceptance and rejection of material by attaching samples on files.
- **System working:** working on SAP, Micro Soft Excel, reading mails and collaboration with higher management and merchandising team.

Customer Service representative
Dreamon.pk
06/2019 - 08/2022 *Faisalabad, Pakistan*
online store of textile products and home décor

Achievements/Tasks

- Order Confirmation calls /customer support services and maintaining the record of production and stock. Purchasing organizational stock.
- Courier follow-up and daily sales sheets making MS excel.
- Displaying new deals and discounts on different social media platforms E.g. shopify, Facebook and Instagram.

Crew leader
McDonald's
05/2017 - 01/2019 *Faisalabad, Pakistan.*
Achievements/Tasks

- Cash counter, order taking and maintaining food safety standards.
- Managing restaurant with collaboration of other staff and Achieving sales targets.
- Conduct trainings of new crew members.

SKILLS

Communication Micro Soft Office Management
Decision making Office Management
Collaboration Data Analysis Team Work

INTERNSHIP

Cholistan Institute of Desert Studies, The Islamia University of Bahawalpur, Pakistan. (02/2019 - 04/2019)

- Worked on different field oriented projects and experiments in collaboration with university students , staff and Pakistan Army.
- Leded a team of five members for the development of flora and fauna of desert area.
- Implementing different techniques for the conservation of forest and desert.
- Developed a small beds nursery comprises of diverse desert tree species, herbs and shrubs.

PUBLICATIONS

INTERNATIONAL JOURNAL OF AGRICULTURAL EXTENSION.
Vol 11, No 3 (2023)

Topic and Link
Climate-Resilient Forest Economics: Adapting Tree Species Rotation for Changing Times.
<https://esciencepress.net/journals/index.php/IJAE/article/view/4812>

CERTIFICATES

Office management Diploma
Working on Microsoft office and management

LANGUAGES

English Urdu
Full Professional Proficiency *Native or Bilingual Proficiency*
Punjabi Sindhi
Native or Bilingual Proficiency *Professional Working Proficiency*

INTERESTS

Social Media Data analysis Modern It solution
Artificial intelligence Sustainability