**SHER NADIR**

Dubai, U.A.E

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| **WORK EXPERIENCE:** |

**Prominent Printing & Publishing Co LLC**

**Business Development Manager** **Nov 2015- Jan 2025**

Developing new clients as well as maintains the relationship with them.

Dealing with client, meetings with them to get the job and develop their artwork as per requirement. Before process the job get approval artwork, text & materials, etc

Getting inquiries from clients and navigating price negotiations effectively

handle inquiries and good skills negotiations prices with client

client make sure to get agree as per company payment terms.

Raising and checking customer orders as per their requirement. Coordinating with clients and give them current status of jobs which are in progress accordingly.

Ensures that all the request, queries and complaint of customer are responded in a timely and professional manner. Prepare daily reports on the daily activities of customers.

**Dukes Group – Dubai, U.A.E Jun 2008 to Jul 2015**

**Logistic Coordinator and marketing**

Duties and Responsibilities:

Working as a logistics coordinator and reporting head of company. Major work responsibilities includes;

* Receive day to day order from head office in Namibia , Africa.
* Prepare comparison for quotations in Dubai market and place order as approved by management.
* Place order with the supplier and coordinate with third party warehouse for storage of goods.
* Prepare details for container of good and making packing list and invoices.
* Update container details every there month reporting to the management.
* Get customs clearance and prepare all necessary documents to export of good
* To deal with customers for all product queries
* Get orders from customer and look after the delivery of good to customer.
* Follow up for collections and delivery daily sales report to manager

**Emirates Group Security Transguard (TAS) – Dubai, UAE Oct 2005 to DEC 2008**

**Team Ledar (Valuable) Cargo**

Duties and Responsibilities:

Working at Dubai Airport security as **(Valuable)** Cargo Team Ladder job responsibilities includes;

* Working with CCTV systems for store room and surroundings area
* Airport inside to safety and fellow rule
* Always chick shipment received and delivery time in aircraft
* Delivery and collection in Dubai
* Good skills public safety
* Coordinating with team members for shift works to ensure 24 hours monitoring of store area

**(Valuable)** Air and see shipments Customs documentation and customs clearance

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| PERSONAL SKILLS: |

* Excels in customer / public relations
* Excels in team efforts
* Able to handle responsibilities under extreme pressure.

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| EDUCATIONAL QUALIFICATION: |

* Board of Secondary Education Peshawar.

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| COMPUTER KNOWLEDGE: |

* MS Office & Internet
* Certificate of Information Technology
* Certificate Air Ticketing

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| LANGUAGES KNOWN: |

* English, Arabic & Urdu,

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| PERSONAL DETAILS: |

Date of Birth : 15.01.1983

Nationality : Pakistan

Driving license : Valid UAE Driving license for light vehicle

Sher Nadir