

Personal Details

Name: **Abdul Basit**

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Address: Makkah Azizia

DOB: 19 September 2001

License: LTV

Nationality: Pakistan

Skills

- Safety auditing
- Data Entry, Microsoft Office
- Team building
- Driving license
- CapCut Professional Editor

Languages

• English	Basic
• Urdu	Native
• Hindi	Native
• Pashto	Native

Hobbies

- Health and safety awareness
- Reading
- Problem solving games
- Fitness, and Gym

Qualities

- Strong Leadership and Team
- Management skills
- Team Building & Team Growth ability
- Excellent Communication & Coordination skills
- Ability to work under pressure
- Problem-solving mindset
- Quick learner and self-motivated
- Time Management and punctuality

Course

- Microsoft office

Profile

A dedicated and hardworking professional with over 4 years of diverse experience in team leadership, logistics, and sales. Holder of the prestigious NEBOSH IGC certification, committed to maintaining high safety standards and operational excellence in any work environment.

Education

Intermediate

Certificates

NEBOSH International General Certificate

(IGC) Occupational Health & Safety - NEBOSH (UK)

Employment

TIENS (Chinese Company)

Experience: 1 year 5 months

- Successfully built and managed a high-performing team.
- Organized daily tasks and expanded team operations to meet company goals.
- Developed leadership and organizational skills in a fast-paced environment.

Dispatch coordinator | Islamabad

Experience: 11 months

- Maintained accurate dispatch records and managed logistics schedules.
- Acted as a primary point of contact between drivers and clients to ensure smooth deliveries

General Associate (Operations) | ZRK

Experience : 1 year 2 months

- Ensured efficient performance in operational tasks and met production deadlines.
- Followed strict workplace safety and quality guidelines.

Telesales Executive | Call Center (International/Domestic)

Experience: 6 months

- Conducted outbound calls to potential clients to promote and sell products.
- Met sales targets and handled customer inquiries professionally.

Project Contractor | Nasir Printing Press

Experience: 1 year 1 months

- Managed specific printing projects and coordinated with the production team.