



# Sikander Hayat

Export Import Manager

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Kangniwala, Gujranwala, Pakistan

## Summary

Energetic and reliable executive manager skilled at working with the diverse group of people. Strong organization, communication and relationship-building skills. Eager to bring strong administrative skills to a growing company in need of top-level support.

## Highlights

1. Documentation
2. Inventory oversight
3. Executive management support
4. Client relations
5. Business correspondence
6. Scheduling
7. Staff development
8. Computer / Internet proficiency
9. Vender coordination
10. Database administration

## Skills

- A/R Management
- Accounts Software
- B2C
- Business Development Consultancy
- Business Laws
- Business Service Management
- Consumer Financing
- Face to Face Sales
- integrity.
- Leave updation
- Organization Skills
- Recovery
- Account Management Experience
- Accounts Software+
- business acumen and interest.
- Business Formation
- Business Loans
- Business Strategy
- Data Entry Operations
- Individual Contributor
- Inter-Process Communication
- Marketing Communications
- Packaging Industry
- Strong Organizing Planning Skills
- Accounting Management
- B2B Marketing Strategy
- Business Basic
- Business Growth Strategies
- Business Management Solutions
- Commercial Finance
- Export Import Documentatiin
- Individuals / Consumers
- Personal Management
- og
- QA
- teamworking ability.

## Experience

### Export Import Manager

Sk Fans, Gujranwala, Pakistan

Jan 2020 - Present

### Executive Manager

Career Counseling Network Approach, Gujranwala, Pakistan

Aug 2017 - Dec 2019

I has been working as Career Counselor at CCNA

## Manager

Sikander Jewellers, Daska, Pakistan

Dec 2004 - Dec 2016

I had been working on Sikander Jewellers

## Production Manager

Afzal Mughal, Daska, Pakistan

Jan 1993 - Dec 2004

Plastics

## Export Import Documentation Manager

Shahid Enterprise, Gujranwala, Pakistan

Jan 2000 - Dec 2003

Import used Cars from Japan

## Education

### ALLAMA IQBAL

Masters in Business Administration , MBA

2014

Banking & Finance

## Projects

Grace Gold Ceiling Fan

Export Manager Executive

## Languages

Chinese  
Beginner

Hindi  
Intermediate

Korean  
Beginner

Cantonese  
Beginner

Arabic  
Intermediate

Punjabi  
Expert

Urdu  
Expert

English  
Intermediate