**Qaiser**

[**Qaiser.209954@2freemail.com**](mailto:Qaiser.209954@2freemail.com)

**OBJECTIVE**

To gain experience in a corporate organization that will help me actualize my potential and grant me exposure to the dynamic environment of the corporate world.

**Profile Summary: Total experience (04 years)**

* Having 03 years experience in Warehouse/Store & Logistic operation at UAE and 01 year experience in Sales & Marketing department at Pakistan.
* Supervising inventory management process and warehouse operations; maintaining stock control and record of dispatched and received materials.
* Foods item clearing from Municipality and release health certificates from EHS.
* Prepare documentation for expire/damage products from EHS.
* FIRS for the food items with Dubai Municipality
* Fill online customs form, clearance Procedure and documentations.
* Prepare Export & Import documentation.
* Coordination with transport for the delivery and follow up delivery status.
* Know very well about Accounts (journal general, ledger, balance sheet, Income statement, payroll, remittance, invoices).
* Proficiency in ERP Accounting Software (Tally, Quick book).
* Know all rules & regulation about free zone.
* Complete Proficiency in MS Office (Ms Word, Ms Excel, Ms Power Point, and Outlook).
* Flexible and can comfortable adjust in a dynamic multicultural environment.

**Core Strength and Enabling Skills:**

* Warehouse Management.
* Stocks Controlling & Administration.
* Dispatch & Receiving.
* Logistics & Supply Chain Management.
* Transport & Distribution.
* Customs & Municipality documentation and clearance.
* ERP Tally & Quick Book, Microsoft Office.

**PROFESSIONAL EXPERIENCE IN UAE**

Shane Food Fzc, Saif Zone, UAE.

Working as *“Warehouse & Logistics In charge”,* May 2014 – Present

**Job Responsibilities:**

* Warehouse/Storekeeping
* Logistics/Accounts

**1 Warehouse Responsibilities:**

* Warehouse administration
* Warehouse Management
* Distribution
* Stock Control
* Stock Maintain
* Dispatch & Receiving
* Implement FIFO method
* Making Invoice for Customer
* Check and balance warehouse & Custom stock balance
* Arrange LPO

**2 Logistics / Accounts Responsibilities:**

* Prepare documents for EHS (Environment, Health and Safety) for clearance.
* Prepare documentation for Custom clearance.
* Prepare documentation for Import & Export.
* Clearance Shipment from Customs & Municipality
* Making Invoices for clients and duty exempted from customs.
* Provide documents for auditor and handling petty cash.
* Check the difference between Saif Zone stock and warehouse stock.
* Delivery on time to satisfy customer.
* Prepare Vehicle reports.

**WORK EXPERIENCE IN PAKISTAN**

Comcept (Pvt) Ltd. Islamabad, Pakistan

Working as *“Marketing Executive”,* April 2013 – February 2014

**Job Descriptions & Responsibilities:**

* Sales & Marketing of LED lights, UPS, Solar Panel and Solar water Pump.
* Tender Applications
* Monitoring the projects.
* Project report submission.
* Preparation and finalizing quotations.
* Meeting and greeting with Clients.
* Collection of Orders.
* Processing of Orders.
* Responding to incoming email and phone enquiries.

**INTERNSHIP:**

* Worked as an internee in Accounts department in PTCL Headquarter Islamabad Pakistan from June 2011 to July 2011.

**EDUCATION:**

* **BBA**: Specialization in (Accounting & Marketing)

**Preston University Kohat Pakistan** (2007-2011)

* **H.S.S.C (Pre Engineering)**

**Govt Degree College**, (2006)

* **SSC**(**Secondary School Certificate**):

**International Public School** (2003)

**COMPUTER SKILL:**

* Accounting (TALLY) course certificate from CNEX institute of technology Rawalpindi.
* Accounting (Quick Book) course certificate from CNEX institute of technology Rawalpindi.
* Microsoft office (EXCEL, WORD, POWERPOINT, OUTLOOK) certified by Fast Tech Computer Institute, Kohat

#### LANGUAGES: English, Urdu, Hindi, Pashtu

**REFERENCE:** Reference will be provided on demand.