 **RESUME CAPSULE**

Exposure in Engineering design office, experience in leading a Big group of Logistics and Document Controllers , Managing Site Documents and requirement for the active activities Control team, in addition to the execution of my own control duties.,

I am responsible for the effective and efficient control of all engineering Logistics and documents, in accordance with the established procedures.

Design and development of advanced project document control system for the business

**EDUCATION**

**The University of Faisalabad**

**IT (Professional) 20010 to 2011-12**

**Fs.c (Science) 2006to 2008-**

**Matric (Science) 2004 to 2006**

**OVER All EXPEIRENCE**

Experience in Managing warehouse Duties which include the Following…

1. Maintain Transport as per delivery Schedule
2. Managing Staff worker and their responsibilities
3. Experience in using ISD Live Software for delivery purpose.
4. Have good experience in Inbound and outbound
5. Keeping Inventory up to date.
6. Receiving, moving, checking and storing incoming goods.
7. Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.
8. Helping to ship out over 100 lines every day.
9. Welcoming and helping clients who visit the branch.
10. Contacting transport companies and coordinating dispatch and delivery with them.
11. Moving and organizing stock.
12. Supervising the work of junior staff.
13. Storing stock away safely.
14. Signing off and replenishing stock.
15. Monitoring stock levels.

**PROFESSIONAL EXPERIENCE**

1. **Emirates Consulting Group (Dubai) July2014-2015**

**Warehouse Manager – Etisalat/Du**

**IBS/TE/MW Project Implementation,**

**HUAWEI (UAE)**

**Responsibilities**

* Arranging Transport for the multiple Deliveries for all the projects.
* Material care taker and responsible for to deliver on various Sites (Du/Etisalat).
* Dealing with customer for the better work.
* Providing Specific and Technical Documents for Du and Etisalat sites.
* Responsible to for the delivery team to Deliver good on sites and

Fulfill the accurate requirement to the site Engineers.

* Act as main point of customer contact.
* Provide transportation information and manage billing information.
* Assisted customers in tracking shipments.
* Provided assistance in maintaining contact with suppliers and other agents.
* Provide shipment information to customers.

1. **LCC Middle East Inc. (Dubai) July2013 –Sept2014**

**Project Documentation – IBS/LTE/3G/2G**

**IBS/TE/MW Project Implementation, Dubai.**

**HUAWEI Dubai**

**Responsibilities**

* Documentation for IBS as-built, BOQ and equipment sign off ATP.
* Documentation for LTE S11,As-Built,And Commissioning.
* Documentation for MW,As Built,BOQ,and Commissioning.
* Providing Specific and Technical Documents for Du and Etisalat sites.
* Making 2G/3G/LTE/IBS/MW Documents.

1. **Hi Tech ( Faisalabad, Pakistan)  *May 2005-2012***

**Documentation Controller**

**COMPUTER TECHNICIAN**

**Textile Designer**

**Responsibilities**

Documentation in Rex City

(Making All the Official Documents for Several Companies)

COMPUTER TECHNICIAN

(Assembling and Repairing All Generations Computer)

Worked as Professional Textile Designer

**PERSONAL BIO DATA**

* **Passport No**# QN5143481
* **D**OB 02-05-1988
* **Nationality** Pakistani

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