CURRICULUM VITAE

PERSONAL

Date of Birth  **:** July 04, 1969,

Marital Status **:**  Married

**EDUCATIONAL QUALIFICATION**

Matriculation *(Science Group)* **: 1986** , Aisha Bawani School, Karachi Board

Intermediate (Commerce) **: 1989** , Aisha Bawani College, Karachi Board

Graduation ( B. Com. ) **: 1993** , Karachi University **(attested from Ministry of Education, Ministry of Foreign Affairs, Dubai Embassy)**

**IT Knowledge**

MS-Office (Word, Excel, PowerPoint, Outlook), Internet Browsing, One year Diploma in Computer Science from Dr. Sara’s Institute of Information Technology & Business Management, Good Typing & Keypunching Speed

Inventory Module **:** (BPCS, JD Edeward-AS400 , ERP-oracle base), SAP used as end user.

**Career Objectives**

Achievement of challenging position, which utilized my capacities to their optimum level, appropriately rewards performance and offer continuing opportunities for future advancement & growth.

WORK EXPERIENCE

**Employment Period : Jul-2012 to date**

Designation : Warehouse Supervisor (Contractual)

Reporting to **:** Executive (Team Leader) Packaging Material Warehouse

Employer : **Tapal Tea Pvt. Ltd.**

Looking after all activities a section of the Packaging Material Store , supervise the under working staff, Issuance & receiving goods in SAP environment..

WORK EXPERIENCE History (Abroad)

**Employment Period : Sep-2011 to Jan-2012**

Designation : Asst. Warehouse Manager

Reporting to **:** National Logistic & Warehouse Manager

Employer : **Arrow Food Distribution Co. (Jeddah, K.S.A)**

* Main Warehouse of Region, About 3000 nos. of SKU’s including Foods, Crockery & Range of Detergent washing & Liquid products. Types of Storage Frozen, Chiller & Dry. Prepare weekly logistic report & monitor all Warehouse activities including Inbound / Outbound documental & physically, Handling and monitoring the day to day operation of movement of goods to locations, Housekeeping of the warehouse premises, Ensuring the manpower and equipment are available) Ensuring proper loadings are done) Ensuring the turn around time of trucks , Ensuring proper documentations are done etc.

**Responsibilities:**  
1. Controlling and guiding Store staffs and daily activities.

2. Providing proper information to the Level Managers, Purchasers about the goods in the store

3. Arranging space for newly arrived goods

4. After the goods are received, passing the information regarding the goods to the concerned Level Mangers, showroom Manager & Section In-Charge to clear the goods.

5. Following up the status of the approval of GRN’s, transfers, delivery invoices with data entry personals and arranging for the transfer of items to showroom from store.

6. Proper filing of the documents such as invoices, transfer sheets, expense reports, consignment verification, and municipality documents etc.

7. Dividing the store Staff as Teams to help the Section Persons in clearing the newly arrived goods and also in arranging the shelves.

8. Arranging the Vehicles to transfer goods from store to showroom.

10. Following the maintenance work in the store.

11. Providing guidelines to the store staff lay down by the Top Management.

12. Providing proper instructions to the staffs in arranging the goods to their assigned shelves.

13. Having a track over the movement of goods from store to showroom.

14. Ensuring the staffs abide with the rules & regulations of the company.

15. Attending weekly meetings organized by the Top Management & providing reports regarding the work carried out in a week.

16. Approving the GRN’s, transfers, delivery invoices etc.

17. Bringing forth the requests of the staff to the Top Management.

18. Reporting the damaged or defective goods.

19. Managing the stock of expense items.

20. Daily visit of warehouses and providing solutions to the problems.

21. Working to the best of the ability to benefit the company

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WORK EXPERIENCE (Local)

**Employment Period : Jun-2007 to Aug-2011**

Designation : Store Officer – Packaging Material Store (Supply Chain)

Reporting to **:** Asst. Manager Stores

Employer : **English Biscuits Manufacturer (Pvt) Ltd.**

*(Manufacturing Concern of Biscuits)*

* Maintenance of accurate stock level through proper controls over material receipts from suppliers and issuance / return thereof to / from production to safeguard company’s material inventories. Carrying out Physical stock take on periodic, monthly and annual basis to minimize variances between physical stock and system stock ledger. Monthly reporting attendance record, housekeeping record and details of slow moving products. Effective Labour & store management. Adoption of best practices at warehouse

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**Employment Period : Aug-2005 to Aug-2006**

Designation : Store Officer – Packaging Material Store (Supply Chain)

Reporting to : Asst. Manager Store

Employer : **Nabi** **Qasim Industries (Pvt) Ltd.**

*(Manufacturer of Pharmaceutical Products)*

* Prepare requisition & planning of Packaging Material in order to Production Plan & look after all store activities; receiving from suppliers / return from production & issuance to production. Correspondence with Procurement & QC dept in regard of any issue.

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**Employment Period : Apr-2005 to July-2005**

Designation : Inventory Asst.

Reporting to **:** Asst to Inventory Incharge.

Employer : **Computer Marketing Co.**

* Through system of ERP prepare documentation of the Shipment receiving & dispatch to customers. ( Printronix Printer, UPS & Parts)

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**Employment Period : Dec-2004 to Mar-2005**

Designation : Store Incharge

Employer : **Abco Group of Co.** (Abrasive Company)

* Supervise the Labour & dispatch to Market against the orders from sales team. (Major items; Sending Papers, Sending Papers Rolls, Masking Tape, Spray Paints)

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**Employment Period : Apr-2003 to Sep-2004**

Designation : Process Controller

Employer : **Prime Industries** *(Third Party Manufacturer for Reckitt Benckiser)*

* Manage the Warehouse of Raw, Packaging & Finished Products. Make the production plan, Supervise the Production Line, Monitor the on-line quality of product as per SOP’s. Co-ordination with departments of QC & Planning of Reckitt Benckiser

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**Employment Period : May-1998 to Mar-2003**

Designation : **(i)** Secretary to QC Manager (Pharma) May 1998 to May 2001

**(ii)** Data Processing Executive (Supply Chain) Jun 2001 to Mar 2003

Employer : Reckitt Benckiser Pakistan (Manufacturer Pharmaceutical & Household Products)

(Raw, Packaging Material Planning + Ordering)

* As Secretary to Quality control manager performed the Secretarial task.
* As Data Processing Executive assist to IBLP Manager (In-bound Logistic Planning), performed job of ; Purchase order raising through system (BPCS) of Raw & Packaging Material for Manufacturing of INSECTICIDES products. Follow up with Suppliers for in-time delivery of materials against the PO. Co-ordination with Warehouse Manager of Central W/H of Finished Goods to dispatched the Products from Factory to W/H.
* In supporting to Production Planning Manager, raise the PO for local purchasing of Raw & Packaging for Pharmaceutical & Household products. Directly deliver from source of supplier to destination at Contract/Toll Manufacturer. Follow up with Supplier for in-time deliver & with production dept. of toll manufacturer of Finished product to achieve the Production target according to Production Plan / Forecast which given by Reckitt Benckiser to Toll manufacturer.

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**Employment Period : Oct-1994 to Oct-1996 (Abroad)**

Designation : Sales Representative

Employer : Al-Johan Establishment (Dammam, K.S.A)

Job performed indoor & out door Salesman ship. Al-Johan is Dealer of Building & Carpentry paints & Adhesive. Also retailer of different items which relates to Paints.

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**Employment Period : 1987 to 1991**

Designation : Waiter

Employer : Tower International Revolving Restaurant (Karachi)

* Job performed as Waiter in Restaurant. Six Months worked in **Karachi Sheraton Hotel**

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**Training Attended**

* Smart Inventory Management ( 02 Days ), organized by Pakistan Society Training Development (PSTD).
* Fire Fighting ( 01 day )
* ISO (01 day ) - Microsoft Office ( 01 day )

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**Languages**

Urdu - Native Language (Good ) (Read, Write & Speak))

English - Fair (Read, Write & Speak with Listening)

Arabic - Basic (Speak & Understanding), Read (good)

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