**Career Objective**

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

**Credential & Membership**

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| --- | --- |
| February 2011 :November 2005: | **Microsoft Certificate** MCTS (Microsoft Certified Technology Specialist.Net framework 4 )**University of Management & technology**, Lahore, PakistanBSCS (Bachelor of science & computer science) |
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**Professional Experience**

Title: **Regional Hardware \ Logistic Coordinator**

Tenure: **July** **2008 ~ Date**

 **Key Responsibilities:**

* Manage Regional Logistic \ Inventory Management \ Supply chain and Distribution Control System.
* Receive & send Consignments within regions and across the country.
* Review receiving material record; maintain receiving record on file, Report regarding damages on receiving material.
* Manage materials receipt, storage & issue.
* Reconciliation of daily In / Out of material.
* Obtain information & handle insurance claim & estimate amount of loss.
* Arrange logistic support for the incoming and outgoing material.
* Documentation of Telco (Environmental condition of on air sites).
* Management that fixed assets, tools & equipment & consumable.
* Assist Staff to build report with vendor to solve problems.
* Follow –up consignment claims.
* Coordinate with vendors and drivers about truck load times and dates, scheduling appointment s for delivery.
* Received & make calls to vendors about future shipment.
* Manage and plan logistic operation on a daily, weekly, monthly basis to ensure that the project is fully supported and necessary materials, equipment and personnel on location when they are required.
* Provide insight and expertise during audits and important customer visits.
* Provide any necessary data/information requested by the customer service division to address customer issues and complaints.
* Support the management in developing warehouse management procedures and policies.
* Coordinating with the customers’ service providers / freight forwarders and ensuring time bound completion of documentation and delivery of goods to their respective warehouses within specified timelines.
* Verification of Materials Received against Invoice, PO and Material requisition.
* Regular Interaction with the Procurement, Logistic and Expediting Teams
* Filing of all Documents and Preservation of all Records
* Following a Safe Working Culture and Informing Unsafe Working Conditions
* Receiving materials Cross Verifying With the Supporting Documents invoice, Packing List Etc

Title: **IT- Support Executive**

Department: **IT**

Tenure: **January 2006**~ **June** **2008**

**Key Responsibilities:**

* Configured WME (Warid Mobile Email) on handset.
* Network support, maintenance and troubleshooting for Warid Telecom.
* Worked with the heavy Xerox network printers (phaser 5500, Samsung clp500).
* Worked in the Wireless LAN environment (Linksys).
* LAN Setup (cabling, servers, UPS, PCs, Laptops, Cisco IPTs, Xerox printers, switches, Scanners, software (VPN, WINFOIL, CITRIX CLIENT), Security access rights, backup and restore, system tuning and optimizing)
* Coordinates the activities of Network engineers involved in the configuration and Installation of communication networks.
* Provided franchise support.

**OTHER SKILLS**

* Strong analytical and diagnostic skills and well-coordinated.
* Ability to work independently & with Team as well, evaluate customer requirements and provide solutions.
* Able to handle the junior staff and motivate them.
* Fluent in English by both, spoken & written.
* A fast learner able to understand new ideas and concept quickly.
* Excellent Managerial Skills.

**Interest & Hobbies:**

* Reading News Papers
* Web Browsing
* Driving
* Traveling / Running and Exercise.
* Cooking
* Bowling

**Personal Dossier:**

Status: Married

Birth Date: 23rd Aug 1978

Nationality: Pakistani

Language: English & Urdu

**First Name of Application CV No:** **1655268**

Whatsapp Mobile: +971504753686

