**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**

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

**Core Strength & Technical Skills.**

|  |  |  |
| --- | --- | --- |
| * Inventory Management | * Distribution | * Schedule |
| * Supply chain\Logistic | * Complication & verification of Record | * Excel, Vlookup,Pivot,Macros.. Pivot   tables |
| * Procurement | * Compliance | * IT-Infrastructure |
| Process Improvement | * Inventory Audits | * Customer Focus |
| * Operation Management | * SAP Working | * Team Work |

**Professional Experience.**

Title: **Regional Hardware \ Logistic Coordinator**

Department: **MSW-KHI**

Company: **Ericsson (Pvt) Ltd**

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

**Key Responsibilities:**

* Use IT systems to manage stock levels, delivery times and transport costs.
* Manage materials receipt, storage & issue.
* Reconciliation of daily in / Out of material.
* Faulty send for repair on daily basis.
* Obtain information & handle insurance claim & estimate amount of loss.
* 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.
* Issuance sheet share with regional staff and get acknowledgement on regular basis.
* 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.
* Following a Safe Working Culture and Informing Unsafe Working Conditions.

Title: **IT- Support Executive**

Department: **IT**

Company: **Warid Telecom (Pvt) Ltd**

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

**Key Responsibilities:**

* Configured WME (Warid Mobile Email) on handset.
* Network support, maintenance and troubleshooting.
* 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.

**Interest & Hobbies:**

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

**Personal Dossier:**

Status: Married

Birth Date: 23rd Aug 1978

Nationality: Pakistani

Language: English & Urdu

**First Name of Application CV No:** 1670334

Whatsapp Mobile: +971504753686

