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| **AHSAN** |  | |
| **OBJECTIVE**  Seeking a challenging position within a highly professional team in a prestigious and reputable organization where an exposure to different cultures and continuous mutual learning may be availed.  **PROFESSIONAL EXPERIENCE**  **City Supper Market, Pakistan.**  **Inventory Controller (July-2014 To June-2016)**  **Job Description**   * Ensuring adequate inventory of product in accord with inventory cycle. * Coordinates and manages daily physical cycle counts and reconciles if actual counts reports. * Preparation of monthly sales report to be submitted to supplier. * Preparation of daily inventory sheets in all location every end of month. * Keep and update V Look UP and H Look UP. * Monitoring and evaluating the product in coming and going. * Provide quality report to the responsible authority. * Put date in the software * Keep record * Maintain & arrange files * Manage day-to-day operational aspects of projects * Manage multiple projects simultaneously   **Afzal Electronic, Pakistan.**  **Data Operating & Cashier (Dec-2013 To June-2014)**  **Job Description**   * Receive payment by cash, check, credit cards, vouchers, or automatic debits. * Issue receipts, refunds, credits, or change due to customers. * Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change. * Greet customers entering establishments. * Maintain clean and orderly checkout areas. * Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners * Balances cash drawer by counting cash at beginning and end of work shift. * Provides pricing information by answering questions. * Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format. * Maintains data entry requirements by following data program techniques and procedures. * Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.   **TECHNICAL SKILLS:**  Proficient in the use of   * Internet And E-mail * MS Office, * In page, * coral draw, * auto cat 2D, * Computer Hardware And Application   **EDUCATIONAL ATTAINMENT**  **B.COM Bachelors Of Commerce from** University Of The Punjab Completed In 2015  **HSSC (Intermediate): Higher Secondary School Certificate (Equals to A-Level)** BISE, GRW, Pakistan | | | **PERSONAL DATA**  DOB: 04-Sep-1992  NATIONALITY: Pakistan  STATUS: Single  GENDER: Male  **SKILLS**   * Language spoken: English, Hindi and Urdu * Command on Microsoft outlook. | |

**Job Seeker First Name / CV No: 1794966**

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