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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-1992NATIONALITY: PakistanSTATUS: SingleGENDER: Male**SKILLS*** Language spoken: English, Hindi and Urdu
* Command on Microsoft outlook.
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**Job Seeker First Name / CV No: 1794966**

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