**MUHAMMAD**

[**MUHAMMAD.336398@2freemail.com**](mailto:MUHAMMAD.336398@2freemail.com)

**ACCOUNTANT & INVENTORY CONTROLLER**

**PROFESSIONAL SUMMARY**

I am an organized and detail-oriented Inventory Control Specialist and Accountant able to utilize great mathematic and auditing skills to control warehouse inventory, handling of distribution channels, logistics and processing of sales orders. I possess excellent computer skills and the knowledge of implementing inventory management system. I hold a Bachelor's Degree and more than five (5) years of warehouse, inventory control, logistics and accounting experience.

**PROFESSIONAL EXPERIENCE**

* **MANAGER / SUPERVISOR WAREHOUSES OCT-2011 to Present**

**Next Pharmaceutical Products Limited, Lahore, Pakistan**

**Brief Job Description:**

* Responsible for Invoicing, receiving and issuing of stocks. Managing the entire operations of warehouses.
* Substantiating inventory movement. Updating inventory records with new information on a constant basis and minimizing exposure to obsolete and excess stock.
* Participating and supporting the budgeting and other forecasting activities.
* Compiling information and providing recommendations to management for effective decision-making.
* Preparing requisition orders for the replenishment of stock. Maintaining stock rotation and ensuring disposing off any outdated or expired stock. (Enterprise resource planning - ERP).
* Monitoring and maintaining optimal inventory levels. Processing and tracking of sale / purchase orders, and ensuring that merchandises received are in accordance with purchase order specifications
* Recording purchases, maintaining database, performing physical count of inventory, and reconciling the actual stock count to computer-generated reports.
* Ensuring maintenance of adequate system of accounting records, comprehensive set of internal controls, and ascertaining that reported results comply with IFRS (International Financial Reporting Standards).
* Responsible for production of periodic financial reports and accurate closure of books of accounts.
* Performing inventory aging-analysis and preparing schedules for directors to support decision-making.
* Preparing MIS reports for various cost saving and profit maximization analysis.
* Protecting the company’s assets by establishing, monitoring, and enforcing internal controls.
* Facilitating the audit activities and providing support to other departments within the company.
* Investigating hitches in the warehouse inventory system and execute necessary improvements.
* Planning to distribute monthly samples to national & inter-national teams.
* Managing workload especially on closing dates.
* Recruiting, hiring and managing a team of Inventory Counters.
* Lead, guide, train and provide directions and assistance to colleagues as needed.
* Setting up schedules for the warehouse, monitoring staff performance and conducting reviews.
* Staff and shift management. Handling of staff rotation activities.
* Coordinating with internal departments as well as external parties.
* Protecting integrity of the company and its operations by keeping information and plans confidential.
* **OFFICE MANAGER Sept-2010 to Sept-2011**

**Sara Traders Limited, Lahore, Pakistan**

As an Office Manager in a rice export company, I successfully managed the daily operations of a demanding office and utilized my excellent organizational skills in coordinating various cross-functional activities.

Wide-ranging responsibilities included precise document preparation for all export shipments, accounting and book-keeping, data management , preparation of financial reports, resource allocation, maintenance of an updated database of all export shipments, preparation of inventory, sales and other operational reports, implementation of office procedures and policies, management and improvement of internal processes, customer support.

**QUALIFICATION**

* **Current: ACCA** Level-II (Skill Module)

*Following papers are qualified:*

* *Management Accounting (F2)*
* *Financial Accounting (F3)*
* *Corporate & Business Law (F4)*
* *Financial Management (F9)*
* 2013 **Bachelors of Arts** from University of the Punjab.
* 2009 **I.Com** from ‘Lahore Board of Intermediate & Secondary Education’
* 2009 **CAT** (Certified Accounting Technician)

**CORE COMPETENCIES AND SOFT SKILLS**

* Broad knowledge of implementation and monitoring of inventory control system.
* A solid understanding of inventory related best practices.
* Experienced with training personnel in inventory control procedures.
* Knowledge of demand and supply, and Enterprise Resource planning (ERP)
* Excellent numerical, logical and analytical skills.
* Strong organizational, self-management and goal setting skills.
* Good communication and interpersonal skills
* Ability to work under pressure and to meet tight deadlines
* Ability to prioritize and Schedule the work
* Passion for learning, Self-motivated, Team player
* Adaptability to the changing needs of the organization
* Hands on experience in working with word-processors and spreadsheets applications

**CO-CURRICULAR / LEISURE ACTIVITIES**

* Listening to music
* Internet Surfing
* Knowledge Hunting