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| |  |  |  |  | | --- | --- | --- | --- | | **Kashif**  **Contact No: C/o 0503718643**  **E-Mail ID –** [**kashif.346154@2freemail.com**](mailto:kashif.346154@2freemail.com)  **Visa Status : Visit visa exp date 22 march 2018.** |  |  | | |  | | |   **Career Objective**  A challenging and rewarding position in an organization within GCC. Serving the firm to the best of my  knowledge and skills is my primary objective. My career objective is to serve economy by serving industry.   |  |  | | --- | --- | | **Work Experience**   1. **Secure Parking Corporation – Site Operation Supervisor cum Assistant Accountant –**   **Sept’ 15 to Nov’16 - Dubai**  **Roles & Responsibilities**   * Check monthly report of Access Cards Holders ( Residential and Out sider regular Customer). * Supervise assigned operations related to parking space/lot control, including provision of appropriate staff appearance and equipment. * Identification of illegally parked vehicles and issuance of citations, providing information to the public; and handling special parking projects as required. * Prepared Staff duty rosters weekly basis. * Prepared daily cash received report by manual and systematic. * Prepared POF and MPOS machines cash collect report. * Prepared daily Access card report. * Prepared daily AC payments reciving reports. * Prepared monthly report of ACH regarding Payments. * Cash collection from Cashiers. * After cash collection deposit in Company Bank Account. * Under my supervision 15 persons worked ( 10 cashiers +2 CRO +3 CPA).   Supervise cum Account Cashier.   1. **Denim International Garments and Textile Mill – Assistant Manager Procurement cum Inventory Controller for Weaving & Garments section. May’12 to July’15 – Karachi, Pakistan** |  |   **Roles & Responsibilities**   * Receive All Purchase Requisition from Departments. * Negotiations with Suppliers and Vendors . * Monitoring of PO. * Purchasing on cash and credit. * Finding new suppliers for best and good quality and best lowest rate. * Changed the suppliers after 3 or 4 order of same item due to quality maintain and cost reducing . * Decision Making ability on short and rush time. * Lead to departments ( Purchase & Store ) and ability ofStaff handling. * Prepared negotiate comparison for approval from Manager and Higher Authority (GM). * Arrange Invoices from supplier of arrived material and submit to account for payment process * attached with PO + MRN + PR +Approved Comparative statement. * Set-up and maintain purchasing master data information in computer system. * Proper checked arrived material from suppliers and vendors as per material wise quantity wise. * In the case of damage material on delivery timereturn to suppliers and make the material return   reports.   * Material handle related Raw materials , Chemicals ,Production , Maintenance , Fabrications ,   Civil and Construction, Machinery SpareParts, General items , IT related.   * Audit of Stock every 10 days. * Reporting to Manager and General Manager. * Material received and issued note. * Prepare Daily received and issued material reports * Proper stock taking Department wise and weekly basis inform to HOD. After that unnecessaryStock   sold out in the marketAfter Approval of Authorise Person( MD OR GM ) due to cost control.   |  |  | | --- | --- | | 1. **Soorty Enterprises Textile and Spinning Mill – Assistant Manager Procurement cum Store InchargeMar 2007 to May 2012 - Karachi, Pakistan** |  |   **Roles & Responsibilities**   * Receive All Purchase Requisition from Departments. * Negotiations with Suppliers and Vendors . * Monitoring of PO status . * Finding new suppliers for best and good quality and best lowest rate. * Changed Suppliers after 3 or 4 order of same item due to quality maintain and cost reducing . * Decision Making ability on short and rush time. * Lead to departments ( Purchase & Store ) and ability of Staff handling. * Prepared negotiate comparison for approval from Manager and Higher Authority (GM). * Material follow-up from the suppliers. * Arrange Invoices from supplier of arrived material and submit to account for payment process   attached with PO + MRN + PR + Approved Comparative statement.   * Set-up and maintain purchasing master data information in computer system. * Proper checked arrived material from suppliers and vendors as per material wise quantity wise. * In the case of damage material on delivery time return to suppliers and make the material return   reports.   * After arrived material Inform to desired department . * Material handle related Raw materials , Chemicals ,Production , Maintenance , Fabrications ,   Civil and Construction, Machinery Spare Parts, General items , IT related.   * Audit of Stock every 10 days. * Reporting to Manager and General Manager. * Material received and issued note. * Prepare Daily received and issued material reports  |  |  | | --- | --- | | 1. **Shamim Builders & Developers–Accountant cum Executive Purchase Officer cum Store Incharge – Mar 2004 to Feb 2007 - Karachi, Pakistan** |  |   **Roles & Responsibilities**   * Accounts Payable, Receivables. * Tenancy Contract Verification. * Leasing documents, PDC & Bank reconciliation * Revenue & rent received in advance reconciliation, monthly revenue process. * Purchased after negotiation. * Lead the team of Accounts Purchase and Store. * Make PO and fallowup material related Civil Construction , MEP and Interior . * Proper maintain stocks and recorded received and issued materials. * Promote from Assistant to Executive level.  |  |  | | --- | --- | | 1. **TCS ( Courier Co.)– Souter – June 2002 to Feb 2004 - Karachi, Pakistan** |  |   **Roles & Responsibilities**   * Parcels collect from head office. * Sort by area wise, block / location wise. * Generate list by block wise in system.   **Academic Qualifications**   * Bachelor in Commerce Completed in 2004 from University of Karachi, Pakistan.   **Computer Software Proficiency**   * Platforms Known: Windows 98, 2000, XP, 2007, 2010, 2016. * Various Package of MS-Office: Word, Excel, PowerPoint, Outlook. * Application Used: Oracle and Microsoft Dynamic AX software.   **Personal Attributes**   * Organizational and planning skills. * Facilitating and presentation skills * Ability to work both individually as well as team * Sincere & Hard Working  |  |  |  | | --- | --- | --- | | **Personal Details** |  |  | | **Name** | - | Kashif | | **Date of Birth** | - | 14th Aug’ 1983 | | **Religion** | - | Islam | | **Hobbies** | - | Reading & Surfing, Traveling | | **Language** | - | English, Urdu / Hindi, Punjabi. | | **Driving License** | - | LTV ( Cars Motorcycle ) Karachi , Pakistan |   I hereby confirm that the information given by me is true to the best of my knowledge & belief. |  |  |