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**Date of Birth: 10th January 1987**

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**MOHAMMAD**

**Objective:**

To pursue a career oriented job related with my qualification & experience where my inter-personal skills can be utilized to achieve the objective of the organization which provides me an opportunity of continuous learning.

**Academic Qualification:**

* M.Sc. in Petroleum Technology, 1st Division (University of Karachi)
* B.Sc. in Mathematics, 2nd Division (Federal Urdu University)
* Intermediate (Pre-engineering)
* Matric (Science)

**Extra Qualification:**

* Six Level English Language Certificate (Pakistan American Culture Center)
* Graphics Designing Certificate (Memon Industrial & Technical Institute)
* MS Office
* Free hand
* Front page (2003)
* Internet & e-mail
* Typing speed (40 wpm)

**Certificates & Membership:**

* Recently Completed **Managing safely, 4.0** certifiedfrom U.K.
* Certificate of “**Artificial Lift”** Technology of Petroleum
* Certificate of “**Pipeline and Corrosion”** in Petroleum Industry
* Attended Two days’ workshop in the NED University, on the topic of **Renewable and Non Renewable Energy** production globally.
* Made a research report & presentation of the Supply Chain Management on “**Chevron Pakistan Limited”** with the help & support by the Company.
* Visited to OGDCL “**Tando Alam Oil Field Complex”** & attended the seminar by the Drilling Engineer
* Visited to OGDCL “**BOBI Gas Condensate Field”** & attended the seminar by the Production Engineer
* Organized the Chapter **(Society of Petroleum Engineers)** in the University of Karachi
* Acquired the International Membership of SPE (**Society of Petroleum Engineers**)

**Skills & Abilities:**

* I am able to deliver my knowledge, and have great leadership quality
* Passionate and highly motivated hard worker
* Keen observer and effective communicator
* Responsible, Energetic & result oriented

**Experience:**

* Currently working as“**Warehouse Manager**” in the Skill Glass Manufacturing Company Since April, 2015
* Three years working experience as **“Office Assistant”** in the firm “Discover Security Consultants” (Legal Documentation work related to trade Mark & Copyright of counterfeit & infringement of products) (from April, 2009 to October, 2012)

**Job Responsibilities:**

* Preparing and maintaining records of all inventory.
* Compiling inventory reports and issuing them to management.
* Supporting shipping preparation and loading.
* Investigating inventory shortages and discrepancies.
* Posting weights and shipping charges.
* Data entry and loading other necessary information into the software programs.
* Oversee overall financial management, planning, systems and controls.
* Making reports and Invoices for the clients and sending them with full detailed information.

**Profile:**

Nationality: Pakistani

Marital Status: Single

Domicile PRC: Karachi, Sindh

Religion: Islam