Curriculum Vitae

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|  | **Personal** |  |
| **Name :** | Anwar  |  |
| **Nationality :** |  |
| **Date of birth:** | Pakistani |  |
| **Contact number:****Email:** | 7th April 1987Anwar.370361@2freemail.com  |  |
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**Career Objective**

I want to be part of a team of professionals to learn more about market trends and technologies. Seeking a challenging position in an organization utilizing my skill set for mutual benefit. An analytical and logical thinker and problem-solver that uses creative approach to work under pressure and generate an effective solution geared to time-sensitive deadlines.

**Education**

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| --- | --- | --- | --- |
| **Year** | **Degree / Certificate** | **Institution / University** |  |
|  | Bachelor’s Degree (BSc) | University of Engineering & Technology |  |
| 2013 |  |
| Computer Systems Engineering | Peshawar, Pakistan. |  |

**Final Year Project**

Object Tracking in Wireless Sensor Network By Tree Based Approach.

**Computer Skill**

* C++, Verilog HDL, Assembly, MS and MySQL, PHP.
* **CCNA (**Cisco Certified Network Associate**)**trainee.
* **MCITP (**Microsoft Certified IT Professional**)**trainee.
* Internet Security (TMG,ISA server).
* ModelSim, Xilinx.
* MS Office and Windows (All Versions).
* Mat lab.
* **SAP MM**(Materials Management).
* **SAP WMS**(Warehouse Management System).

**Experience**

**1**year experience as a trainee Engineer in Pakistan Telecommunication Company Limited.

**Responsibilities:**

* Resolved Daily Faults Exchange and user end.
* Signal Testing and Configure with KPIs.
* M.D.F (Main Distribution Frame) copper switching.
* O.N.U(Optical Network Unit) switching.
* Install and Testing CPE as per given parameters.
* Testing Fiber, Copper, Ethernet and wireless Link through meters.
* DSL fault tracing ONU and MDF &D.S.L link testing through Huawei Tester.

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* **3**years experience in Abu Dhabi Gas Development Company as:
	+ **Store Keeper:**
		- Perform operational duties in ordering, receiving, storing, inventory, issuingand distributing, shipping and record keeping, provision of stock items and stock levels.
		- Receipt of Materials from suppliers/vendors as purchase order **(PO)**, after Inspection, quality and quantity assurance prepare Good Receipt Note **(GRN)**document for items received.
		- Inspect and investigate damaged or loss of materials and raise necessary Discrepancy report to the supervisor.
		- Issuance/Dispatch the Materials when receive the authenticated Material Request **(MR)** form, after issuance make Good Issued **(GI)** slip.
		- Preparation of transfer order **(TO)**using **WMS**for stock Putaway & stock removal.
		- Check and process the issues and returned materials to insure that they in acceptance condition and to report and follow up on the frustrated demand.
		- Taking Stock Report from **SAP** system and performing physical inventory of materials.
		- Ensure the consumable stock follow **FIFO** standard.
		- Ensure that issues to Plant are being made as per proper approved procedure in time with correct material and quantity. Proper entry is being made in the inventory module**(MM & WMS)**.
		- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
		- Maintain physical and electronic files or other organizational system.
		- Plan and organize the warehouse layout for systematic Spare parts, Chemicals, Gas Cylinders & PPE stock locations.
		- Ensure that stock level is maintained as per Company’s policy.
	+ **Material Controller:**
		- As a MaterialController managing complete in/out materials movement of inventory, warehouse and logistic function of the entire warehouse & distribution center.
		- Making sure that physical Quantity is matching the system Quantity by making several inventories.
		- Excellent knowledge of store activities in inventory package, material movements, stock updating and computer literate.
		- Supervising all warehouse activities (receiving, issuing, stock movement, preservation, distribution of materials, stock taking, housekeeping, etc.
		- Monitors receipt, issue, and usage of materials in order to keep stocks at an adequate level and to determine and report on wastage.
		- Arrangement of space for material and properly tag and store material according to their need.
		- Receive the goods and prepare Good Receipt Note **(GRN)** in SAP and update the system records.
		- Make list of material and consumable items.
		- Responsible for the control and storage of items received into inventory.
		- Visually inspects the material received for any damages or defect on the items before stored into inventory.
		- Inventory management

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* **Inventory/Stock Controller:**
	+ Worked as Inventory/Stock Controller to control the movement of materials in warehouse, lay down areas and other storage areas at Project locations and/ or various storing facilities.
	+ Tracking the Physical stock status to be updated on daily basis Warehouse Management system.
	+ Responsible for the maintenance and storekeeping of all inventory items kept in the warehouse.
	+ Inventory record under the first-in, first-out (FIFO) methods.
	+ Maintain proper Inventory records.
	+ Compile the Physical Transaction data in Microsoft Excel sheet.
	+ Using SAP Warehouse Management System (WMS) for inventory count.
	+ Issue materials only in required quantities against authorized requisition material lists.
	+ Perform proper inspection, tagging, and identification of all incoming material during receipt.
	+ Planned, organized, and implemented daily incoming and outgoing orders of Electrical, Mechanical and other type materials like PPE, Chemicals and Gas cylinders from suppliers as well as internal and external customers.
	+ Maintain and update accurate records of assigned inventory, handle related paperwork and follow departmental procedures, managing, performing and reconciling cycle counts.
	+ Appraise stock against minimum stock and trigger for re-order.

**Personal Skills**

* Strong communication, problem solving, decision making, and interpersonal skills.
* Ability to work under extreme pressure.
* Ability to adapt and work with different nationalities.
* Proficient in Microsoft Office, Windows all Versions and all IT related systems.
* Excellent analytical and problem-solving abilities to identify and fix security risks.
* Ability to develop policies that encourage secure working environment and protect data of the company.
* Very good team working skills.

**Languages**

Proficientin written and verbal **English, Urdu,Pashto.**

Referencewillbeprovidedondemand**.**