ASAD

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**CAREER OBJECTIVES**

Stock Controller cum Accountant with MBA qualified wishing to leverage my experience and expertise in the field of Stock controller Cum Accountant.

Seeking at the new opportunity to play a direct role in the unlimited growth and success of solid organization

**PAST CAREER SHORT SUMMARY**

Gulf International Poultry Farm **Dubai** (Al-Afya Chickens) 5/2017 - 11/2017 (6 Months)

Tariq Mahmood Auto Maint Work Shop **Sharjah** 9/2016 - 4/2017 (8 Months)

Sarnamco International **Sialkot**5/2012 - 8/2016 (4 Years)

Best Deals Pk **Sialkot**2/2010 - 4/2012 (2 Years)

**PAST CAREER DETAILED SUMMARY**

**Gulf International Poultry Farm Dubai (*Store Keeper cum Data Encoder)***

* Control Inventory from Broiler houses to packing department.
* Store keepers/Material recording clerks keep track of information in order to keep businesses and supply chains on schedule.
* Keep records of items received, or transferred to another location.
* Maintain packing stock and update about the stock, what is short and what is available in store.
* Maintain each broiler house card on daily basis and update the management about each house mortality, culls and age of the chickens.
* Collecting egg receiving report and hatching report.
* Receiving sales invoices on daily basis and maintain excel sheets.
* Receiving deliveries of stocks
* Maintain daily combine production reports by collecting data from
	+ Broiler houses, (the chicken transfer to processing)
	+ Slaughter house report.
	+ Mortality and culls report.
	+ Whole chicken report.
		- Packed in bags.
		- Packed in trays.
	+ Portion report
		- Premium Packing Report.
		- Foam tray Packing Reports.
* And collect weight of tray packing, feet, and giblets.
* Handling petty cash.
* Any other duties as required.

**Tariq Mahmood Auto Maint Work Shop** ***(Accountant cum Data Encoder)***

* Prepare journal entries.
* Complete general ledger operations
* Receipts from customers.
* Manage day to day operation.
* Maintaining day to day Purchases.
* Recording Cash Flow on daily basis.

**Sarnamco International Sialkot**  **(*Inventory Controller/Store Keeper cum Data Encoder*)**

* The whole supply chain flow of goods. It includes purchasing, storage and the movement of raw materials, work-in-process inventory, and finished goods from point of origin to point of Shipment (Dispatching) by managing the all operations of the Company to provide products faster.
* Making purchase order according to the Customer Order.

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* Receiving Raw material on time from venders according to the requirement.
* Making good Relationships with the supplier to make payments on time and trained them , “what you need and what we need”
* Evaluate other available suppliers in the area who may be willing to provide our business with materials on time at better cost.
* Prepare Documentation and accurately record the quality, quantity, type, style, and any other characteristics of the inventory.
* Tracking Inventory with traveler card and Ensuring the quantity of the stock is accurately moving in the work in process.

***Best-Deals Pk Sialkot***  ***(Store Keeper Data Encoder)***

* Purchasing inventory from the vendors negotiates and signs contract with them.
* Managing inventory record the quality, quantity, type, style, to avoid shrinkage due to loss or theft and any other characteristics of the inventory so our company has a clear understanding of what is and isn’t available.
* Additionally, taking correct steps for addressing that particular issue when company has too much inventory.
* Ensuring the organization has the right amount of stock to meet customer needs and also to avoid overstocking items which are slow moving.
* Work with Inventory management software (**MYOB**) is an automated approach that provides the ability to accurately and quickly track inventory.
* Maintaining a good working relationship with suppliers by communicating and dealing with concerns or problems, such as a delay in an order being processed.
* Perform clerical tasks including answering calls, taking messages.

**ACADEMIC QUALIFICATIONS**

**MBA** (Finance)Superior University Lahore ***2007-2009***

**BBA** Sarhad University of Science & Information Technology Peshawar ***2004-2007***

SKILLS

* COMPUTER SKILLS
* Microsoft Word
* Microsoft Excel
* Peachtree Accounting Software.
* Tally ERP 9
* Log Me In (Online Inventory Software)
* Data entry, analysis and management
* Online Marketing
* Search Marketing Team Player
* Problem analysis and problem-solving skills
* ON THE JOB SKILLS
* Team Player
* A solid understanding of inventory related best practice
* Ability to manage multiple tasks through effective prioritization
* Understanding and following work rules and procedures

INTERESTS

* Cricket
* Carrom “Strike and Pocket ” Table Game
* Motorcycling
* Photography

PERSONAL DETAILS

* National of Pakistan
* Spent most career life in Pakistan
* Conversational in Urdu / Hindi / English
* E-mail asad.375556@2freemail.com

PASSPORT AND VISA STATES

My passport will expire in December 2022, I have employment visa of TARIQ AUTO MAINT W-SHOP. I also has done part time job at GULF INTERNATIONAL POULTRY FARM. My visa can canceled any time without any notice to the employer. Thank you.

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