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 **ZOHAIB**

Email- zohaib-397338@gulfjobseeker.com

**Professional Profile:** A proactive individual with a logical approach to challenges. An enthusiastic and dedicated person able to develop and motivate others to achieve a common goal, Possesses a strong ability to perform effectively even under significant pressures.

**Objectives:** To participate actively in company’s operation in ways that will enable me to contribute my skills and knowledge and to provide an opportunity for professional development and career growth.

**Summary of Traits**

* Motivated and enthusiastic to getting the job done right
* Proactive, Innovative, Pioneering, Goal-oriented, Problem solver.
* Quickly absorb and retain new information and procedures
* Strong Communication Skills, Work well with others at various levels.

**Education**

**Academic Qualification**

* Bachelors Punjab College of Commerce Lahore,Pakistan.
* Intermediate in Computer Science Govt Central Model High School
* Matriculation Science Group

**COMPUTER SKILLS**

* Good understanding and command over **MS Office**.
* Microsoft Dynamics **NAVISION 2010.** (Purchase and logistic division)
* Excellent ability to understand new software tools with great ease.
* SEO Expert (Search Engine Optimization) IT Height
* CCNA & CCNP (Cisco Certified Network Associate & Cisco Certified Network Professional) CORVIT

**Professional Experience**

**Is a global travel retail company with more than 2200 TRSoperating at Airports Terminals & Onboard, Seaports, Cruise lines & Railway**

**Sr. Inventory Controller June, 1 2013 till August, 26 2017**

**Major areas of Responsibility**

* Monitoring and maintaining current inventory levels, ensuring quantities that appear in the system are accurate for planning of purchase, promotions and marketing activities.
* Developing and implementing inventory control procedure as per the Modus at all locations Warehouse/Shop Floors/In-flight.
* Ensuring adequate inventory of product in accord with inventory cycle.
* Coordinates and manages daily physical cycle counts and reconciles actual counts to computer generated reports.
* Conducts daily inventory analysis to solve inventory issues quickly such as wrong posting of invoice, wrong transfer of item per location, wrong entry of item in POS.
* Reconciles discrepancies in inventories and notifies ARM & Shop Manager of irregularities.
* Responsible for the inventory stock take planning, scheduling, processing and reporting.
* Ensures that regular (physical) stock count takes place with a minimum frequency of two times a year (General Inventory/ Year-End Inventory) in order to maintain accurate inventory record.
* Maintains records of material in inventory for Audit.
* Responsible for entering and posting of all stock adjustments.

**Specific areas of Responsibility**

* + Claim report
	+ Product Discard report
	+ MLR - Merchandise Loss Report
	+ FOC - Free of Charged item
	+ Impaired item aged (Inventory provision)
	+ Stock used for promotion
	+ Write-off stocks
	+ Investigating Negative Inventories.
	+ Register General andcyclic result to the books.

**Dufry Eurasia (FZE) Duty Free& Duty Paid Shops.**

**Cash Manager Floor & In-flight office**

**From 11th July 2007 till 31stMay 2013**

# Major areas of Responsibilities

* Oversees cash control operations; reconciling cash deposits and credit card receipts against sales figure; prepare bank deposit; and ensures registers have adequate cash for operations.
* Reviews needs for staff training
* Issue SES (Short &Excess Summary) on cash variances.
* Daily and Monthly Reporting
* Preparing various reports using MS Excel and MS Word
* Submit daily **Sales Report** and **Cash Deposit Voucher** to finance
* Acceptance of different types of Currencies Credit Cards and Travelers checks.
* Provide full and accurate cash fund to all cashiers.
* Manage posting of daily sales& variances to GL using **Navision Financial** software.
* Develops and reviews operating procedures to increase efficiency.
* Investigation of SES (Shortage & Excess summary)
* Review cash handling on **CCTV**

**Personal Information**

**Date of birth : 18th September 1985**

**Nationality : Pakistani**

**Driving license : Ongoing**

**Linguistic abilities : English& URDU**

**Visa Status : Visit Long Term Single Entry**

**\*Reference will be furnished upon request \***