**Muhammad**

|  |  |  |  |
| --- | --- | --- | --- |
| **OBJECTIVE:-** | | | |
| “To serve an esteemed and dynamic organization that could utilize my expertise in the field and would like to accomplish best results in tough & tidy time Schedules.” | | | |
| |  | | --- | | **EXPERIENCE :-** |   **Executive SPD Stores, (Store Manager)**  **July 2009 – April 2016. (6 year and 10 months)**   1. Receives stores and issues supplies and equipment and compiles records of supply transactions aboardship: Verifies that supplies received are listed on requisitions and invoices. 2. SAP System Modules (order entry, finance, dispatches and other modules of SAP). 3. Data handling of Purchase and Consumption of the store's inventory. 4. Taking corrective steps for errors in procedures.   **Kamra.**  **September 15, 2002 to February 15, 2005**  • Handling the data related to the branch.  • Making the accounts of the branch.  • Prepare sketches and graphical presentations.  • Daily job sheets / workers salary accounts.  **DATA ENTRY OPERATOR**  **(NATIONAL DATABASE AND REGISTRATION AUTHORITY)**  **September 2004 February 2009 (4 year and 6 months)**   1. Enter applicant’s data concerning ID cards. 2. Handling the Cash Counters. 3. Capturing Photos and Thumb impressions. 4. Controlling & checking of NADRA KIOSK System. 5. Controlling & checking of the filing system. 6. Reporting of NADRA KIOSK to the provincial Headquarters NADRA. 7. Handling the cash of KIOSK and Dealing with the concerning Bank. 8. Worked in different types of software Applications (oracles, visual basic etc.)   **Internship with HABIB BANK LTD.**  **(15 July 2002 to 15 Oct. 2002**   1. Managed token counter, Cash counter and verification procedure of Cheques. 2. HBL software application according to the financial instruments. 3. Prepared Daily, Weekly and Monthly Report. | | | |
| **EDUCATION:-** | | | |
| B. Com |  | University of the Punjab, Lahore  (Punjab) | |
| D. Com |  | Punjab Board of Technical Education,  Lahore (Punjab, Pakistan). | |
| Matriculation Science | Govt. Boys High School, Basal, Attock (Board of intermediate & secondary education, Rawalpindi). | |  | |
| **PROFESSIONAL COURSES**   * One (01) Year Diploma of information technology, COMPAC COLLEGE OF COMPUTER   SCIENCES, ATTOCK.  **SKILLS**   * Good Computer skills having hand on experience about software and hardware. * Good Communication skills. * Supply chain management. * SAP System uses, (Sales & store related Modules). | | | |
| **INTEREST AND ACTIVITIES:-** | | | |

1. Playing Cricket.
2. Listening Music.
3. Using internet & Computer Gaming & Software.

|  |
| --- |
| **BIO DATA:-** |

* Nationality: - Pakistani
* D-O-B: - 08 May, 1982
* Marital Status: -Married

**Job Seeker First Name / CV No: 1718862**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

