357709 357709@gulfjobseekers.com

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| **Professional Objective:** |
| Obtain a challenging leadership position by applying creative problem solving and lean management skills with a growing company and achieve optimum utilization of its resources to maximum its profits and productivity. |

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| **Skills & Expertise:** |
| **Accounting Skills** | **Management Skills** | **Others Skills** |
| * General Ledger
 | * Warehouse/Store
 | * Department operations and reconciliations
 |
| * Accounts Receivable
* Accounts Payable
 | * Procurement/Purchase
 |
| **Microsoft Skills** | * Planning & controlling
 | * Administration
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| * MS Excel, MS word
 | * Cost control
* Inventory Control
 | * Document control
* Training employees
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| * Microsoft outlook
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| **Education:** |
| * Graduation in Commerce (B.Com) from University Of Karachi, Pakistan, 2010
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| * Intermediate in Pre-Engineering from Government Degree Boys College Karachi, Pakistan, 2006
* Matric in Computer Science from Cosmopolitan Grammar School Karachi, Pakistan, 2002
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| **Work Experience:** |  |
| **Warehouse/Store Department at Lucky Textile Mills Limited (2008 To 2017):****Assistant Incharge Warehouse/Store (2012 To 2017)** |  |
| * Monitored all activities of **Three** **Warehouses/Stores** (Technical, Chemical & General & Stationary) and **Inventor Management.**
 | * Backup for Warehouse Manager.
* Inter Organization Coordination for Goods Transfer.
* Check & Balance of Departments Account.
 |
| * I was also doing **Purchasing** with direct dealing with Vendors as per **Procurement** **Process.**
 | * Attending new policy formulation meetings and coming up with a reliable and viable solution for the organization.
* Assist External and Internal auditors.
 |
| * Achieved 100% of E-Mails & Calls performance goals for accuracy, speed, volume, resolution of issues, and customer satisfaction.
* Building good rapport with the Suppliers for the future business.
 | * Arranged meetings with Dept. Staff on Weekly Basis.
 |
| * Monitor **ERP System** and perform vital role for the implementation of Store and Purchasing module.
 | * Ensure efficient movement of stocks and accuracy of inventory with respect physical stock and store management system.
 |
| * Directly reporting to G.M.
 |  |
| * Provide Health & Safety Training for Dept. Staff.
 | * Training New Candidates.
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**Supervisor (2010 to 2012)** |
| * Monitored Warehouse Maintenance
 | * Assist internal auditors
 |
| * Checked performance of Dept. Candidates
 | * Assist in employee hiring, appraisals,
 |
| * Quality & Quantity checked of every received items.
 |  transfers and resigns |
| * Employee training
 | * Continuous Stores Inspection to check

Proper stacking to ensure security of stock. |
| * Ensure efficient movement of stocks and accuracy of inventory with respect physical stock and store management system.
 | * Assist in employee hiring, appraisals, transfer and resigns
 |
| **Computer Operator (2008 to 2010)** |
| * Created Requisitions, GRN and Data Entry of issued items on daily basis.
 | * Generated GRN against Received Items, then forwarded to Accounts Dept.
 |
| * Created RFQ and Purchase Orders and take approval from Purchase Manager.
 | * Proper documents controls and filled them properly.
 |
| * Generate Purchase Orders and take final approval from Purchase Manager and General Manager
 | * Data Entry of issued items on daily basis.
 |
| **Auditor at Professional Gift Services (2005-2008):** |  |
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| * Took Physical audit of Store Dept. with Stock Report on monthly Basis.
 | * It was my responsibility to check department weak points and solve it before external audit.
 |
| * Audit Requisitions, P.O’s, Bills, Quotations and Invoices.
 | * Create audit report and send it to Management.
 |
| * Follow ups from the warehouse to the client Specified Area.
 | * Email Correspondence with departments.
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| **Professional and Educational Project:**  |
| * Successfully design and implement ERP SYSTEM for an efficient and reliable operations for all staff members including other units of this company.
* Successfully completed setup of new Warehouse of Lucky Textile Mills Unit # 5 at Kathore (Pakistan).
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| **Professional Achievements:** |
| * On 01-Nov-2012 Lucky Textile Mills Ltd given me Motor Bike with Fuel allowance.
* On 01-Sep-2012 Lucky Textile Mills Ltd promoted me as Assistant Warehouse/Store Incharge from Supervisor.
* On 30-Jan-2012 Lucky Textile Mills Ltd was awarded me a Certified Supervisor certificate.
* On 01-Sep-2010 Lucky Textile Mills Ltd promoted me to SUPERVISOR from Computer Operator.
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| **Educational & Training Certificates:** |

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* Certificate of English language from DOMINO COACHING CENTRE.
* Knowledge of **Procurement/Purchase** with practical experience since I have joint Lucky Textile Mills.

**Personal Skills:**

* Punctual, hard working with a professional approach and devoted to be assigned task.
* Self-starter, highly motivated, good leaner.
* Excellent communication skills.
* Good at problem solving.
* Hunger to go all the way no matter what it takes.
* Can easily adjust in any working environments.s