357709 [357709@gulfjobseekers.com](mailto: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 |
| * MS Excel, MS word | * Cost control * Inventory Control | * Document control * Training employees |
| * Microsoft outlook |  |  |
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| **Education:** | | | |
| * Graduation in Commerce (B.Com) from University Of Karachi, Pakistan, 2010 | | | |
| * Intermediate in Pre-Engineering from Government Degree Boys College Karachi, Pakistan, 2006 * Matric in Computer Science from Cosmopolitan Grammar School Karachi, Pakistan, 2002 | | | |
| |  |  |  | | --- | --- | --- | | **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. | | |  |  | |   **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):** | | |  | | |
| |  |  | | --- | --- | | * 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). |
| |  | | --- | | **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. | | **Educational & Training Certificates:** | |

* 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