**Ali**

**Email: **

Ali-397472@gulfjobseeker.com

**Objective:**

To secure a position utilizing my proven skills of strong leadership, client relations and communications that will enable me define new opportunities. Desiring a career growth based on performance, utilizing my years of experience in the field of Logistics and Supply Chain management.

**CAREER HISTORY**

 **Store keeper**  (August 2012- November 2019.)

**Job responsibilities**

* Communicate with sales team and customer for delivery.
* Arrange delivery to customer as per Sales Order.
* Make sure the check and balance of inventory.
* Arrange collection of cash and Cheque as per account instruction upon delivery.
* Communicate the shipping company for moment of sea road and air shipment .
* Coordinating with Technical team for the delivery and consumable item .
* Purchasing consumable items as per Technical Team requirement.
* Maintain inventory in Proper Rack.
* Prepare Delivery note, Tax Invoice and Good receive note using Sage ERP and Tally as per sales order.
* Supervise the delivery to customer and get confirmation if delivery took place in right person at right time.
* Allocate the manpower for delivery and maintain the cleanness of premises.
* Prepare the receipt for customers.
* Arrange delivery by courier domestic and international also.

**Leopards Courier LLC (Islamabad)** : **Courier Supervisor**(Jan-2007 – May 2012)

**Job Responsibilities:**

* Supervising Delivery and Collection.
* Collect COD upon delivery and leasing to accounts there after.
* Update delivery status.
* Updating weekly/month report to the management
* Prepare Run Sheet.
* Check the Shipment received from Zonal office.

**Qualification:**

* Bachelors of Arts, (Islamabad) Pakistan.
* Computer proficiency: MS office, ERP Sage& Tally .

**Languages:**

* Fluency in English, Hindi & Urdu

**Personal Data:**

Date of Birth : 15-Aug-1988

Religion : Islam

Nationality : Pakistan

Marital Status : Married

Visa status. : Visit Visa

Driving License : Dubai