 Asif



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**OBJECTIVES:**

To be part of reputable & dynamic organization and to strive for individual performance based on overall goals and objectives and to work as professional. To face the challenges and to prepare to excel both for self and organizational achievements.

**EDUCATION:**

**Higher Secondary Education (Computer Science)**

Fazaia Inter College Chaklala Rawalpindi – 2009

**Secondary School Education (Science)**

Govt.Islamia High School Lahore Cantt – 2007

**EXPERIENCE:**

**[ W a r e h o u s e A s s i s t a n t ] [Pakistan-based Company] [ O c t , 2 0 1 7 - J u l y , 2 0 2 0 ] Responsibilities**

* Move Inventory and materials across facilities, Process inventory for delivery
* Sort, organize and store inventory in the proper location,
* Package items and label correctly, Scan delivered items and ensure quality
* Report damaged or missing inventory to supervisors, Stack and organize large bulk items
* Remove inventory from trucks or shipping and delivery to proper location
* Update logs and documentation for inventory processing
* Move materials from facilities to workstations, pick-up locations, or other locations
* Wear safety gear at all times, Ensure workspace is free of debris and remove safety hazards from aisles
* Work as an active team member to complete team goals
* Prepare documentation and inventory for audits

**[ T a l l y C l e r k ] [ G u l f t a i n e r C o m p a n y L t d K C T S h a r j a h ] [ M a y , 2 0 1 5 – A u g , 2 0 1 7 ]**

**Responsibilities:**

* Reporting to berth supervisor and assistant documentation supervisor
* Using a hand held computer, update all containers discharged from vessels to the main computer system
* Arrange containers for loading on vessels
* Carry out yard inventories
* Check all containers arriving/departing by road for damage/ seal numbers
* Locating containers not found in correct locations
* Processing documentation to facilitate road deliveries
* Assist in CFS work as required
* Any other task delegated by documentation supervisor
* Control of weigh bridge
* Monthly report compilation of weighbridge usage by client

**Asif**



**EXPERIENCE:**

**[ A c c o u n t a n t ] [ S h a r i d a M a r k e t i n g S e r v i c e s ] [ F e b , 2 0 1 0 - M a r c h , 2 0 1 5 ]**

**Responsibilities:**

* Taking care of cash
* Update accounts receivable/payable and issue invoices
* Prepare and submit weekly/monthly reports
* Maintaining daily records
* Financial Reporting
* Compile data and prepare the variety of reports
* Preparing accounts and Tax Return
* Taking care of bank related matters
* Preparation and uploading of vouchers
* Warehousing and inventory

**SKILLS:**

* Computer Skills
* Adaptive
* Team Worker
* Communicative
* Planning & Organizing

**ADDITIONAL SKILLS:**

* MS Office, Excel
* Terminal Operating System
* Working on Quick Book and other accounting software’s
* Soft Presentation
* Adobe Photoshop

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| **PERSONAL:** |  |
|  | Religion: | Islam |
|  | Nationality | Pakistani |
|  | Date of Birth | 08-Oct-1991 |
|  | Marital Status | Married |

**INTREST:**

* Reading Newspaper
* Internet Browsing
* Playing Cricket



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