



Muhammad Rizwan

Nationality: Pakistani **Date of birth:** 02/05/1990 **Gender:** Male

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Home: Peoples Colony Block Z House No 64 Khanewal, (Pakistan)

ABOUT ME

Looking for challenging role so that I can use my skills and capabilities through sincere dedication, while making significant contribution for the success of the company and hard work for successful career.

WORK EXPERIENCE

Store incharge

Mahmood Group of industries Multan [05/11/2018 – 25/10/2022]

As store incharge I perform my duties how to measure yield bags weight their gross weight and net weight in lbs form pound and counting Total quantity of yield bags. After measuring weight loading and unloading procedure start and prepare the report and submit it to the administration department. Maintain receipt record and received unload shelves supplies from the stock room. Perform other stock related duties likely receiving, reviewing, issuing, returning, pricing, packaging, labeling of good and supplies.

Office assistant and Documentation assistant

Hussain textile Mills Ltd Multan [03/10/2015 – 16/05/2018]

As office assistant handling incoming calls and other communication. Managing filing system and record information as needed. As Documentation assistant I Carry out paperwork for required dispatching outbound trucks while checking and received information as inbound truck so that they comply with business and legal requirements.

EDUCATION AND TRAINING

Master of commerce

BAHAUDDIN ZAKRIYA UNIVERSITY MULTAN [07/12/2012 – 22/12/2014]

Website: <https://www.bzu.edu.pk>

Bachelor of commerce

UNIVERSITY OF THE PUNJAB LAHORE [08/07/2010 – 15/05/2012]

Website: <https://www.pu.edu.pk>

Diploma of commerce

PUNJAB BOARD OF TECHNICAL EDUCATION LAHORE [02/09/2007 – 26/05/2009]

Website: <https://www.pbte.edu.pk>

Matriculation

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION MULTAN [03/04/2005 – 23/02/2007]

Website: <https://www.bise.edu.pk>

LANGUAGE SKILLS

Mother tongue(s): **URDU & ENGLISH**