 **ASHAR MUSHTAQUE**

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 🏠 Central Post Office, Rolla, Sharjah.

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| **OBJECTIVE**To obtain a challenging career in a dynamic and prestigious organization, where I can utilize my professional skills, abilities and knowledge for the achievement of organizational goal effectively and efficiently and also for career development and personal growth. |

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| **PERSONAL SKILLS** * Analytical.
* Management Skills.
* Good leadership Skills.
* Can conduct job independently and with member of team.
* Self-motivated.
* Effective communication and inter-personal skills.
* Target oriented
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|  **QUALIFICATIONS*** BS in Business Administration (4 years) from Karachi University. **2014**

**Major in Marketing.****Elective Subjects:** Retail Marketing, Sales Management, Advertising and Brand Management. **EXPERIENCES****Sales Executive (Indoor) in Star Marketing (Pvt) Ltd:** **(Duration: one year)****Duties and Responsibilities:*** Client dealing on calls and physical and Briefing about project and convenience them to purchase our product.
* To prepare all Sales documents.
* Client’s problems handling and solution and feedback.
* Calls and collects recovery payments and provides slips.
* Maintain and update and daily sales and recovery reports.

**Data Entry Operator COCA COLA (Alhalia Gulf Line General Trading L.L.C UAE):****Department: Supply Chain (Duration: Jan 2017-2020):****Duties and Responsibilities:*** Check delivery documents and make ensure all requirement are fulfil of document as

per company standard.* Post in SAP all return product from markets.
* Prepare reports of market return and provide to line manager.
* Coordinate with distribution team regarding solve their delivery invoices issues.
* Communicate over phone and emails concern department regarding solve distribution issues.
* Prepare distribution team commission report.
* Deal with walk-in customer and provider order with documents.

**Distribution in-charge of Dubai from 2021-2022*** Coordinate with distribution and sales team to deliver additional orders.
* Follow up with distribution teams make sure to deliver planned orders to customer.
* Receive calls from Customer Service department and Sales team regarding customer complaints and solve it.
* Solve problems in invoices with coordination with concern departments.
* Prepare distribution commission and overtime report and provide to line manager.
* Responsible of daily settlement.
* Control/Minimize cancellation of orders.

**Store Keeper Duties from August 2022-April 2023.*** Record accurately deliveries and departmental issues in the excel report. Ensure correct SAP postings must done for the GIN/GRN issuance before the end of the shift or in a real time manner.
* Match goods received with delivery notes from suppliers.
* Daily manual orders request to plant maintain stock level. Number of inventory days (Stock replenishment)
* Warehouse inventory accuracy and control of finish goods and non-finish goods (SAP)
* Unload and receive goods from suppliers.
* Monthly physical stock count with finance of FG and Non-FG and make reconciliation with system.
* Distribute non finish goods (premium and marketing items and uniforms) to all concerned department and other related company provided things.
* Stock receive from plant and dispatch to other warehouse as per their requirement.
* Accomplish daily perpetual count and identify/analyze immediately differences and discuss it to the Stores in-charge (Supervisor). Disposal of Damages and expired items and record in system.
* Manage warehouse space utilization and FIFO management.
* Housekeeping management.
* Overtime and incentive working and Annual leave report to HR.
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| **COMPUTER SKILLS*** Windows XP/ 10
* Ms Word
* Ms Excel
* Ms Power Point
* SAP
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**PERSONAL INFO:**

Father’s Name : Mushtaque Ahmad

Date of Birth : July/25/1985

Nationality : Pakistani

Religion : Islam

Marital Status : Married

Visa Status : Employed

Passport No : ET0846561

Date of Issue : 16 July 2021

Date of Expiry : 15 July 2031

**REFERENCE**

Reference will be furnished

upon your request.