 **ASHAR MUSHTAQUE**

✆ +971-567657696

📧 [ashar2009mushtaque@gmail.com](mailto:ashar2009mushtaque@gmail.com)

🏠 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 |

**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.