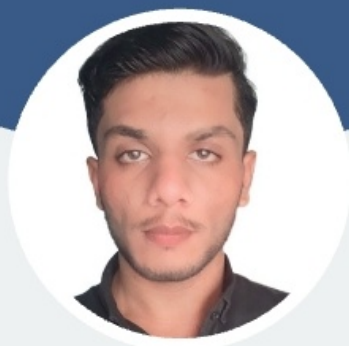


# Abdul Kabeer

Professional Inventory Controller



## Personal details

-  Abdul Kabeer
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-  Leamarket, Lyari Town  
75200 Karachi, Pakistan
-  June 20, 2003
-  Male
-  Pakistani
-  CNIC: 42301-4220938-7
-  Religion: Islam

## Skills

Inventory Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Data Collection and Analysis	<div><div></div><div></div><div></div><div></div><div></div></div>
Logistics and Transportation	<div><div></div><div></div><div></div><div></div><div></div></div>
Attention to Detail	<div><div></div><div></div><div></div><div></div><div></div></div>
Communication	<div><div></div><div></div><div></div><div></div><div></div></div>
Problem-Solving	<div><div></div><div></div><div></div><div></div><div></div></div>
Software Proficiency	<div><div></div><div></div><div></div><div></div><div></div></div>
Teamwork	<div><div></div><div></div><div></div><div></div><div></div></div>

## Education

### Intermediate

04/2019 - 09/2021

Government Boys Campus College Saidabad, Baldiya Town , Karachi

In my intermediate studies, I focused on a rigorous pre-medical curriculum, which provided a strong foundation in biology, chemistry, physics, and related subjects. This education equipped me with a solid understanding of the sciences and a commitment to pursuing a career in the medical field. My coursework emphasized critical thinking, problem-solving, and a strong work ethic, which I continue to apply to my academic and professional pursuits.

### Matriculation

08/2017 - 07/2019

Sheldon Govt boys Campus School, Bolton Market, Karachi

My matriculation in Bio Science provided a solid foundation in the life sciences, covering subjects like biology, chemistry, and related areas. This education instilled in me a strong interest in the natural world and the fundamental principles of biology. The knowledge and skills acquired during this stage of my education have been valuable in shaping my academic and career aspirations.

### HAFIZ-UL-QURAN

03/2013 - 05/2016

Iqra Rehmania Madarsatul Atfal, Lyari Town , Karachi

I hold the prestigious title of Hafiz-ul-Quran, which signifies my deep knowledge and commitment to Islamic studies. This qualification involves the memorization of the Quran, which has not only strengthened my understanding of the Quranic text but has also instilled values of discipline and dedication in my personal and academic life. My pursuit of Islamic studies has further enriched my worldview and personal character.

## Employment

### Inventory Controller, Logistics Assistant

03/2022 - Present

Aga Khan University Hospital, Karachi, Pakistan

As an integral part of the logistics team at Aga Khan University Hospital, I have excelled in the role of Inventory Controller and Logistics Assistant, contributing significantly to the efficient functioning of the supply chain.

- In Inventory Management Spearheaded meticulous inventory control processes, ensuring accurate tracking, and monitoring of stock levels.
- Implemented streamlined systems to minimize discrepancies and enhance inventory accuracy.
- Coordinated seamlessly with suppliers, facilitating timely and cost-effective procurement of essential supplies.
- Utilized advanced functions within Excel to create dynamic inventory spreadsheets, allowing for real-time tracking and analysis of stock levels. Developed comprehensive reporting templates, providing key insights into inventory trends, consumption patterns, and forecasting requirements.
- Conducted regular audits to ensure compliance with regulatory requirements and internal protocols.
- Actively participated in team meetings to discuss inventory strategies, challenges, and process improvements.
- Demonstrated a proactive approach in identifying and resolving discrepancies, preventing potential disruptions in the supply chain.

### Operation Executive

02/2021 - 05/2022

TPL trakker.Ltd, Karachi, Pakistan

- Responsibilities

- Organizational Skills
- Fast Observing

## Languages

- English
- Urdu
- Sindhi

## Hobbies

- Reading and Research
- Travel and Exploration
- Tech Enthusiast
- Volunteer Work
- Outdoor Activities
- Problem Solving
- Data Analysis and Reporting

Monitored and tracked Heavy Transport Vehicles (HTV) using advanced tracking systems to ensure their timely and secure movements. Gathered critical information about tracking vehicles, including location data, speed, and route adherence. Collaborated with the operations team to provide real-time updates and resolve any issues related to tracked vehicles. Ensured compliance with safety and operational protocols, contributing to the safe and efficient transit of goods. Generated reports and data analysis for management, facilitating informed decision-making in the logistics and transportation operations.

## Courses

Computer Information Technology (CIT)02/2018

CIT equips me with the technical skills and knowledge needed for effective data handling, enhancing my problem-solving capabilities and my proficiency in software tools. This course aligns with my interest in technology and complements my experience in operations and data management.

MS Office08/2017

My proficiency in the Microsoft Office Suite, including Word, Excel, and PowerPoint, has been a valuable asset in my previous roles as an Inventory Assistant and Operations Executive. I have utilized these software tools to create reports, manage data, and communicate effectively. These skills have enabled me to streamline processes, present data accurately, and contribute to the efficiency of operations. My expertise in Microsoft Office complements my practical experience and enhances my ability to produce high-quality documents and presentations.