

# Abid Munir

Commerce Graduate

**Store Incharge | Inventory Controller | Data Entry Operator | Cashier | Payroll Asstt. Accountant**

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## PROFESSIONAL PROFILE

- Result-oriented professional with **15+ years' experience**.
- Inventory Controller / Store management
- Assisting in Accounting department
- Filing / Record Keeping.
- Export documents management
- Bills audit and cash reconciliation
- Proficient in MS office. (Paint, Adobe photo shop).
- Hand on experience on software's ERP, Access Database/Limton/Foxpro/Insta)

## CAREER HIGHLIGHTS

<b>Al Muheet Alum &amp; Glass Cont.</b>	Assistant Accountant / Store Incharge	UAE	Aug-2023 to date..
<b>Armada Medical Center</b>	Assistant Accountant / Cashier	UAE	July-2023 to Aug 2023
<b>FM Shoes</b>	Store Incharge / Inventory Controller	PAK	July 2018 to June 2023
<b>Service Shoes Industry</b>	Store officer	PAK	Jun-2016 to Jul-2018
<b>ICL - Ittehad Chemical Pvt. Ltd</b>	Payroll Admin Clerk	PAK	Jul-2003 to Jan-2016

## EDUCATION / CERTIFICATION

Bachelor's in Commerce (B.com)	AIOU, Lahore	2015
Accounting Experience and Certification	(Peachtree / Tally / Quick Book / Sage Line 50 / Excel Spread Sheet)	2008
Diploma in Computer Application (Office Management)	(MS-Word / MS-Excel / MS-Power Point / MS-Corel Draw / MS-Dos)	2002

## KEY SKILLS

Inventory Controller	Warehouse Management	Export Documents	Cash Management
Bills Audit	Bank Reconciliations	Supplier Payment	Quality check
Production report	Records keeping	Payroll Management	Expiries Management

## ROLES AND RESPONSIBILITIES

I have **15-years** professional experience in following various companies.

### **Assistant Accounts Cum Store Incharge** **Al Muheet Al Akhdar and Aluminum and Glass Cont.** (From Aug 2023 – To date)



Main job responsibilities are:

- Preparing Monthly Salary deduction and Reimbursement.
  - Maintain the Inventory stock of all door/window/kitchen aluminum and their accessories stock items as per order.
  - Update stock issuer or balance stock report on daily basis
  - On liner purchases all the aluminum Glass and Accessories Material.
  - Prepared the requirement quotation of all new job orders.
  - Update the received Material on job order report or stock report
  - Maintain Pending Job order detail or pending required material report
- Skill Used: ( Ms-Excel )

### **Assistant Accountant** **Armada Medical Center** (From July 2023 – Aug 2023)



Main job responsibilities are:

- Daily collection Cash from both Medical or surgical Center and Post in ERP on my Account.
  - Check and reconcile daily cash and Bank transfer collection Day Book insta report and Actual Merchant Report
  - Petty cash register check and reconcile. Prepare Cash flow statement.
  - Daily Purchase post in system ERP after reconcile with Delivery Note.
  - Supplier bills check and post and prepare payment on time.
  - Banks ledger reconciliation and check register prepare. Filing/Record Keeping according to the financial year.
- Skill Used: ( Ms-Excel / Insta / ERP )

### **Store Officer & Inventory Controller** **FM SHOES** (From Jul 2018 – Jul 2023)



- Received daily material on inward book of accounts according to Bill or invoice / Packing List.
  - Daily Issue Material by requisition on daily good Issue note book of accounts.
  - Maintain Finish goods Inventory as according demand order.
  - Physically or maintain general raw material as per minimum level stock as requirement.
  - Weekly reconcile all order and prepare job planning for production as per demand.
  - As per Job order demand forward purchase requisition of raw material requirement.
  - Filing/Record Keeping according to the financial year.
- Skill Used: (Ms-Word / Ms-Excel / Tally ).

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## Receiving Room Assistant / Store Officer

Footwear industry

Silm – Servis shoes industry

(From Jun 2016 – Jul 2018)



Main job responsibilities are:

- Deal all sole / insole / chemical material.
- Physically checking import of local material on daily basis.
- Physically inspection all material with supporting quality department of international shipment of container.
- After inspection with quality ok quantity move to relative department by helpers.
- Ok quantity receive on system by purchase order to relative department.
- Rejected quantity return to supplier by returnable gate pass.
- Filing/Record Keeping according all chemical and sole related items.

Skill Used: (Ms-Word / Ms-Excel / ERP)

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## Payroll Admin Clerk cum Computer Operator

ICL - Ittehad Chemical Pvt. Ltd

( From Jul. 2008 to Jan 2016)



- Preparing monthly salary deduction and reimbursement by using Company Access database or (Limton).
- Preparing monthly & annual overtime percentage reports.
- Preparing attendance reports for the purpose of annual 5% or other bonus.
- Update the Record (Staff leave, timekeeping /late-in, early-out)
- Update the Record (Staff resigned/Increment/Promotion)
- Update the Record (Actual trainee or Internee hiring)
- Salary distribute to temporary or daily wages employee with cashier.
- Filing/Record Keeping according to the financial year.

Skill Used: (Ms-Word / Ms-Excel / Ms-Access Database / Ms-Outlook/Limton)