

Muhammad Jamal

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Summary



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| • Profile | Male, 33, Married |
| • Nationality | Pakistani |
| • Current Location | Dubai, UAE. |
| • Current Position | Storekeeper |
| • Company | Lulu Group International LLC |
| • Preferred Location | Dubai United Arab Emirates |
| • Salary Expectation | Not Specified, Negotiable |

Work Experience

Jan 2015 – Present Lulu Group International LLC Dubai, United Arab Emirates

➤ Storekeeper

This is a Retail Company and active in sale of consumers goods all over United Arab Emirates. Reporting to the General Manager and Managing warehouse activities.

I am responsible for...

- Receiving and Dispatching of Goods
- Recording all received invoices
- Allocation of Goods to the concern Regions within warehouse
- Making dispatching invoices
- Dispatching of goods according to the Outlets requirements
- Proper check of goods for annual Inventory
- Maintaining the maximum and minimum level of inventory
- Reporting of short and excess inventory to the Operational Manager
- Team work and Cooperation with IT and Accounts Department.

Jan 2011 –2014 Sky plus Pharmacy Limited Peshawar, Pakistan

➤ Cashier

This company was active in sale of pharmaceutical items all over the region. Reporting to the branch manager and managing all cash transactions.

I was responsible for...

- Cash and cash related transactions
- Maintaining the books of accounts
- Recording all accounts receivable and payable translations.
- Cooperation with sales staff and Branch manager

Jan 2010 –2011

Accountant General Office

Peshawar, Pakistan

Internee

This Department was active in keeping record of all Government Institutions.

I was responsible for...

- . Assisting chief Accountant by providing the required documents
- . Maintaining books of Accounts.
- . Analyzing financial statements
- . Details check of transactions and book of Accounts

Education

2009 to 2011	Institute of Business and Management Sciences, Agricultural University	Peshawar, Pakistan
	MBA Finance	GPA 84.00
2007 to 2008	University of Peshawar	Peshawar, Pakistan
	B.COM	GPA 63.00
2005 to 2006	Government College of Commerce and Management Sciences	Peshawar, Pakistan
	D.COM	GPA 64.00

Other Certificates

Tally ERP , Peach Tree, Quick Books, Sap ERP, WMS.

IT Skills

Windows & Office Tools

MS Word, Excel

Advance

Languages

English	Fluent
Hindi	Fluent
Urdu	Native
Pashto	Native
Arabic	working knowledge

Interest

Reading General Books & News Papers
Traveling
Jogging