



# Shahrukh Sattar

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House# A/53, Kalaboard, Malir, Karachi

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

Sep-2023  
- Apr-  
2024

- **Assistant Manager Operations (Warehouse)**  
Ismmart Group of Industries (Pvt.) Ltd
  - Verification of stock (sports equipment, gears and sports apparels) details receiving from factory and vendors in warehouse.
  - Putting data in and maintain the shared log sheet.
  - Making stock list according to details provided by Central Processing.
  - Logistical coordination regarding dispatched stock to the branches.
  - Making warehouse team's schedule weekly.
  - Coordination with central processing upon their queries.
  - Escalate issues to Audit and Finance department if any.
  - Verifying barcodes after finalization.
  - Managing E-commerce website data of customers making progress dashboard reports monthly.
  - Solving problems of variances regarding order placement and logistical.

Oct-2021  
- Aug-  
2023

- **Coordinator Health and Wellness**  
Habib University
  - Leading all comprehensive wellness program.
  - Coordinating, planning, and facilitates health and fitness activities and programs for employees.
  - Develops promotion and publicity plans for wellness and fitness programs throughout the University.
  - Compiling statistical summaries of participant data, Gym & Pool attendance, and equipment inventories.
  - Assisting the Wellness Manager in the development of budget, policies, and procedures relevant to the operation of the wellness programs.

Oct-2020  
- Sep-  
2021

- **Officer Goods Receiving**  
Imtiaz Supermarket
  - Receiving stock from warehouse and from local vendors.
  - Checking expires of food items and perishable goods.
  - Working on SAP for receiving delivery challans.

- Return expired stock to warehouses.
- Generating Internal Transfer Requests to replenishment stock in branch warehouse.
- Making daily stock receiving and pending stock deliveries report on SAP.
- Checking frozen items temperature through thermometer.
- Checking fresh meat, vegetables, fruits and chicken weight and wastage.
- Checking bills calculations for making GRN's.
- Making daily bakery production reports on SAP.
- Issuing shelf tags and barcodes if changing in price.

Dec-2018  
- Sep-  
2020

- **Logistics Officer**

Gul Ahmed Textile Mills

- Proceeding demands of South branches.
- Working on AX Dynamics for preparing out slips.
- Stock transaction from branch to branch.
- Making distribution of Fabric and aperl.
- Route planning
- Reconciling demands according to availability of stock.
- Correspondence with branches.
- E-commerce orders processing.

Apr-2015  
- Mar-  
2017

- **Store Executive**

Digicom Trading (Qmobile)

- Maintaining stock reports about parts and Mobiles.
- Operating Oracle software.
- Issue parts and collect rejection.
- Handling finishes goods dispatch and stock inventory.
- Worked with Chinese delegation in refurbishment workshop
- Audit preparation according to Oracle reports.

Oct-2011  
- Mar-  
2015

- **Assistant Finish Goods Warehouse**

Ülker International (PTB Foods)

- Handling finishes goods dispatch and stock inventory.
- Arrange vehicles & containers for dispatch in & outstation.
- Monthly stock Reconciliation.
- Handling the dispatch outstation through Containers.
- Maintaining FIFO while Storing and Dispatch.
- 5S implementation in warehouse.
- Tracking the transportation.
- Maintaining the aging of Stock.
- Monthly audit preparation.
- Stock replenishment tracking.

- Making monthly Logistic & Sales Reports.
- Marketing material stock maintaining and dispatch.

Mar-2010  
- Sep-  
2011

- **Customer Relations Officer**  
Suzuki Carachi Motors

## EDUCATION

2016

- **Bachelor of Arts**  
University of Karachi  
2nd

2007

- **Intermediate Commerce**  
Liaquat Govt. Commerce Boys College  
C

2005

- **Matriculation Science**  
M.E.G.B.S School  
C

## SKILLS

MS Office (10+ Years) Oracle  
(ERP) (2 Years) Microsoft AX  
Dynamics (1 Year) CRM Software  
of Pak Suzuki Motor Company (1  
Year) SAP Business One

80%

## ACHIEVEMENTS & AWARDS

- Canva - Design School October 2021 to Present Using of Canva its tools for making posters, manifesto and SOPs. MS office 2003 to 2016 May 2017 to Present Skills of using vlookups, hlookups, pivot, dashboard reports and graphs on MS Excel. Making of presentation slids grouping un groupings images on MS PowerPoint. Drafting, mail merging and proposal making on MS Word. Using tools of MS Outlook as well. TPM foundation 5s August 2014 to Present It is a Japanese terminology which means Sort , Set, Shine, Standardized, Sustain. This terminology is part of Total Product Manufacturing. Bacis Firefighter August 2013 to Present It was a bacis firefighter skills training including usage of fire extinguisher, braek the glass, and how to react in case of fire situation conducted by United Fire.

## PERSONAL DETAILS

- Marital Status : Married
- Religion : Islam

## ADDITIONAL INFORMATION

- Father's Name: Abdul Sattar
- CNIC NO: 42201-5382393-7
- Date of Birth: 12-June-1989