



# MUHAMMAD YOUSUF

 (Res.) +92-21-35476354,  (Mob) +92-3332315958.

Address Sunny Pride Flat No.84 Block F1 Plot No. 118/7 Glustan -e-Johar Karachi-Pakistan..

## OBJECTIVE

I want to be associated with a company where I will utilize my skills, gain further knowledge, experience and grow with a company.

## EMPLOYMENT HISTORY

**01- OCT-2011-TILL DATE,**  
**PROCUREMENT S.C.M**  
**DEPARTMENT**

### **AGHA STEEL INDUSTRIES LTD**

*Karachi Region.*

#### **Work Experience:**

- Maintain Records Through **SAP** on Daily Basis
- Knowledge of LCs and terms and Conditions that apply during import.
- Connecting with Vendors On a Daily Basis Until the Material Reaches the Plant.
- Record Maintains and Documentation Through Excel sheet
- Ensure adequate record keeping and manage all documentation.
- proper bookkeeping and inventory management Through Excel Sheet.
- Purchase Order and Purchase Requisition Created in Sap System Daily Basis.

**20-FEB-1989 TO 01-AUG-2011**  
**STORE DEPARTMENT**

### **FATANI IMPEX (ORIGIN PAKISTAN)**

*Karachi Region.*

#### **Work Experience:**

- Material Receiving
- Material Issuance
- Material Re-Ordering
- Internal / External Audit
- Cyclic Counting
- Engineering Stores Designing
- Asset Management Activities
- Month End Activities
- Material Return Procedure
- Sample Handling
- Material Rejection Procedures
- Gate Pass Control Returnable / Non-Return
- Service Request (Material Maintenance)
- Authorization Forms
- Goods Inspection
- Goods Locating Procedure
- Maintain Re-ordering Levels

## COMPUTER SKILLS

- Oracle Applications Interface with Maximo Ver: 11.1 (Various In-house Training)
- MS Office (Word, Excel, PowerPoint)

## CORE COMPETENCIES & SKILLS

- Team Player
- Initiative Thinking.
- Adaptability to Change.
- Strategic Thinking and Planning Ability
- Good Communication Skills
- Problem Solving and Analytical Skills

## QUALIFICATION

- Matriculation
- Intermediate

## STRENGTH

- Open for learning, quick grasping power.
- Co-operative attitude
- Team managing quality
- Ability to work smoothly in pressure
- Easily Adoptable New atmosphere

## WEEKNESS

- Providing too much detail in reports.
- I focus too much on the details

## REFERENCES

- References Will Be Furnished Upon Request