



HAMZA AHMAD

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Seeking a Career that allows the field of customer service Also willing to learn New skills & again new Experience in any field that will give me opportunity to learn and grow.

EXPERIENCE

FROM 2021/CURRENTLY WORKING

PACKER, BATEEL INTERNATIONAL LLC DUBAI

- Packaging Preparation: Organize packaging materials, such as boxes, containers, labels, and protective padding, to facilitate smooth and efficient packing operations.
- Accurate Packing: Carefully pack products according to specific guidelines, ensuring precise quantities, proper arrangement, and safe handling to prevent damage during transit.
- Labeling and Documentation: Apply accurate labels and product information to each package, maintaining proper documentation of packed products for inventory tracking purposes.
- Collaborative Teamwork: Work closely with fellow packers, supervisors, and other team members to achieve production targets and address any challenges that may arise.
- Maintain Clean Workspace: Keep the packaging area tidy and organized to maximize efficiency and safety.

FROM 2020 TO 2021

Warehouse, PAKISTAN TOBACCO COMPANY

- Supervising and coordinating workers.
- Ensuring adherence to safety protocols and regulations.
- Monitoring progress and quality of work to meet project deadlines and standards.
- Managing materials and equipment on-site.
- Assisting in the preparation of progress reports and project documentation.

FROM 2018 TO 2020

STORE INCHARGE, PHARMA D MEDICINE COMPANY, PAKISTAN

- Maintaining an accurate record of all medicines and medical supplies in the store, tracking stock levels, and ensuring the availability of essential medicines.
- Monitoring stock levels and initiating purchase orders to replenish inventory when necessary, considering factors like expiration dates and demand forecasts.
- Ensuring that all medicines are stored in appropriate conditions to maintain their efficacy and safety, and conducting regular checks to avoid expired or damaged stock.
- Receiving incoming shipments of medicines, verifying their quality and quantity, and ensuring proper storage. Also, managing the dispatch of medicines to different locations or customers as required.
- Maintaining accurate and up-to-date records of all transactions, including purchases, sales, and returns.
- Conducting periodic audits to reconcile physical stock with the records and identify any discrepancies.

- Preparing regular reports on inventory status, sales, and any issues that require management's attention.

EDUCATION

FROM 2014 TO 2016

MATRIC SCIENCE, GOVT HIGH SCHOOL, PAKISTAN

FROM 2016 TO 2019

DAE CIVIL ENGINEERING, SKILL TECHNICAL COLLEGE

SKILLS

- Civil Supervisor
- Packaging Packer
- Store IN charge
- Safety Supervisor
- MS Office
- Emailing
- Computer Programs
- Packaging Supervisor

ACTIVITIES

- Strong analytical skills demonstrated through the successful handling of complex data analysis projects.
- Excellent communication skills, evidenced by delivering impactful presentations to diverse audiences.
- Received "Employee of the Month" award for consistently exceeding sales targets and providing excellent customer service.
- Strong problem-solving skills,

I hereby declare that the above information's is true and correct to the best of my knowledge

Hamza Ahmad