



VISA STATUS:

Employment Visa

📞 971 52 4587387
✉ intikhab.alam98@yahoo.com
📞 intikhab.alam392
📍 Dubai, UAE

COMPUTER & OTHERS SKILLS

- Expert and regular hands-on MS Office applications, Peachtree, Tally ERP, Management Skills etc.
- Software Installations.
- Internet & fully expert in all online portal & website

INTERESTS

- Accounting & Finance
- Office Management
- Administration
- Transportation
- Logistics Coordinator
- Manufacturing Industries
- Customer Facilitation
- Oil & Gas
- Banking & Finance

LANGUAGES

English	<div><div></div></div>
Urdu (Native)	<div><div></div></div>
Arabic	<div><div></div></div>
Pashto (Native)	<div><div></div></div>
Hindi	<div><div></div></div>

INTIKHAB ALAM

Professional in Warehouse or Inventory Controller

CAREER OBJECTIVE

To be employed in a job that will utilize my knowledge and skills so that I may contribute in my own humble way of realizing the goals of the company and that it will reciprocate me the opportunity to develop my inherent talent for future growth.

EXPERIENCE:

Al Badiya General Transport LLC Dubai, UAE.

. Designation: Fleet & Transportation Manager (Aug, 2014 to Nov, 2023)

Ministry of Finance Islamabad

. Designation: Budget Officer (Dec, 2013 to May, 2014)

Utman Ghee Mills (Pvt) Ltd.

. Designation: Warehouse Manager (Feb, 2011 to Dec, 2011)

Al-Badar Manufacturing (Pvt) Ltd.

. Designation: Warehouse Assistant (July, 2009 to July, 2010)

RESPONSIBILITIES AS WAREHOUSE ASSISTANT OR MANAGER:

- Monitor and maintain accurate inventory levels of all products.
- Conduct regular stock counts and reconcile physical inventory with records.
- Place orders for new stock based on inventory levels and sales forecasts.
- Receive and inspect incoming shipments, verifying the accuracy of delivered items.
- Implement FIFO (First In, First Out) and other inventory rotation methods to ensure product freshness and minimize waste.
- Accurately record all stock movements, including receipts, transfers, and withdrawals.
- Maintain comprehensive and up-to-date inventory records.
- Utilize inventory management software or systems to track and manage stock efficiently.
- Ensure the accuracy and reliability of data in the stock control system.
- Provide insights into slow-moving or excess stock and recommend appropriate actions.
- Implement measures to prevent theft, damage, or loss of inventory.
- Work closely with sales, purchasing, and other relevant departments to ensure alignment between inventory levels and business needs.
- Communicate with suppliers regarding stock orders, deliveries, and discrepancies.
- Inspect and ensure the quality of incoming stock.
- Take appropriate actions in the case of damaged or substandard items.
- Identify opportunities for process improvement in inventory management.
- Implement efficient and cost-effective inventory control procedures.
- Ensure compliance with company policies, industry regulations, and safety standards.
- Keep abreast of changes in regulations affecting inventory management.

EXECUTIVE DIGEST:

- Strong communication skills, Quick learner & with high tolerance.
- Ability to work under pressure & control with positive response.
- Experienced in managing of workers and work site under control.
- Familiar with the relevant industry codes as well as standards.
- Good organizational and management skills.
- Efficient in planning works, managing works and maintaining documents and reports.
- Analyzing financial projections for finance arrangements, reporting daily finance liability to finance manager.

PERSONAL TRAITS

- Ability to rapidly learn new concepts
- Good problem- solving skill
- Capable of communicating technical concepts clearly
- Maintaining good relationship with others
- Cooperative and keen observer
- Ability to cop up with different situations
- Ability to work with team
- Commitment to the career

EDUCATION

2012-2014	<div></div>	Master of Science (MSc Accounting and Finance). University of Lahore (Islamabad Campus) Pakistan CGPA: 3.02
2010-2011	<div></div>	Bachelor of Commerce (B.Com) University of Peshawar, Pakistan SCORE: 86%
2008-2009	<div></div>	Diploma in Commerce (D.Com) Technical board of Peshawar, Pakistan SCORE: 85%

CERTIFICATIONS

- ❖ DIT (Diploma in Information & Technology)
- ❖ Tally ERP
- ❖ Peachtree. Peshawar Technical Board of KPK, Pakistan
- ❖ English Language (British Language Center Islamabad, Pakistan)
- ❖ Scout Patrol (Quid-e-Azam Technical Center Mardan, Pakistan)
- ❖ Microsoft Office (Ms word, Ms, Excel, Ms Power Point, Ms Access)

PERSONAL PROFILE

Father Name	Muhammad Qaseem
Nationality	Pakistani
Religion	Islam, Muslim
Date of Birth	22/03/1991
Marital Status	Married
Sex	Male
Passport Number	CJ1758283

DECLARATION

I hereby declare that all statements are true, complete and correct to the best of my knowledge and belief.

INTIKHAB ALAM