JUNAID NAZIR

Store Keeper

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📍 Karachi , Pakistan

EDUCATION

Diploma of Associate Engineer
Board of Technical Education
2015 - 2018

SSC
Board of Secondary Education Karachi
2009 - 2011

EXPERTISE

Stock Control
Stock Audits
Accurate Data Entry
STORAGE OPTIMIZATION
ORDER PROCESSING
QUALITY CONTROL
SAP
HTML
CSS
JAVASCRIPT

LANGUAGE

English

Urdu

Experience

Nov 2022- Present
Zaman Textile Mills l Karachi , Pakistan

SAP Data Encoder

- Enter and update data in the SAP system from various sources, including invoices, purchase orders, and inventory records.
- Ensure the accuracy and completeness of data entered into SAP modules MM (Materials Management).
- Verify and cross-check data for accuracy and consistency before entering it into SAP.
- Generate reports and data summaries from SAP as required by management or other departments.

2019 - 2022
Dawlance l Karachi , Pakistan

Store Keeper

- Receive and inspect incoming shipments for quality and quantity.
- Maintain accurate inventory records and ensure stock levels are well-maintained.
- Conduct regular stock audits and report discrepancies to management.
- Organize and arrange inventory in a systematic manner to facilitate easy access and retrieval.
- Maintain detailed records of inventory transactions, including receipts, issues, and returns.
- Prepare regular reports on inventory levels and stock movements.

2014 - 2019
Zaman Textile Mills l Karachi , Pakistan

Data Entry Operator

- Accurately enter data into computer systems and databases from various sources including paper documents and electronic files.
- Update and maintain data entries to ensure the accuracy and completeness of information.
- Review and verify data for accuracy, consistency, and completeness before entering it into the system.
- Identify and correct errors or discrepancies in data entries.
- Maintain organized records and files of all data entries and updates
- Identify areas for process improvement and suggest enhancements to increase efficiency in data entry operations..