



MUHAMMAD FURQAN KHAN

Result Oriented and meticulous
Over Nine years of expertise as a
logistics professional including
warehouse operations, Proven track
record of simplifying procedures,
saving costs and attaining
operational excellence.

CONTACT

Dubai
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SKILLS

Interpersonal Communication
Demand Forecasting
Problem Solving
Teamwork
Adaptability & Flexibility
Work Ethics
Customer Service

DIGITAL SKILLS

Microsoft Office
Social Media
Outlook
ERP Reports
Diploma in Computer Science
Adobe Photoshop

WORK EXPERIENCE

Crisis Management Pvt Ltd Karachi - Logistics Support Clerk

06.01.2014 – 13.11.2023

Responsibilities:

- Maintain Inventory.
- Warehouse operations, Generate demand forecast reports & stock turnover reports Using ERP Reporting Systems.
- To coordinate with different departments. Deliver the goods throughout the country.

Achievements • Negotiate with transportation partners saving 10% logistics costs. • Streamlined warehouse operations, resulting increase in overall efficiency.

Crisis Management Pvt Ltd Karachi – Office Assistant + Data Entry Operator

1.05.2012 – 30.12.2013

Responsibilities:

- Keep daily entries into software and couriers and filing as well.
- Making Cash invoices and worked as a Data Entry Operator.
- Customers Correspondence.

Achievements

- Developed and maintained positive relationships with vendors and customers
- Improved Data Accuracy.

Crisis Management Pvt Ltd Karachi – Logistics Clerk with Accounting Tasks

15.03.2005 – 30.04.2012

Responsibilities:

- Worked as a Cashier.
- Prepare invoices and maintain Data Entry into system. .
- Monitor the stock. Coordinate with other departments.
- Making Stock invoices. Manage deliveries throughout the country.

Achievements

- Streamlined invoicing procedures, resulting a reduction in billing errors and faster payment processing. • Improved Data Accuracy...

Field Communications Hyderabad – Sales Executive cum Cashier

02.06.2003 – 12.06.2004

Responsibilities:

- Keep daily entries into software and couriers and filing as well.
- Making Cash invoices and worked as a Cashier.
- Customers Correspondence.

Achievements

- Developed and maintained positive relationships with vendors and customers

EDUCATION

University of Sindh, Jamshoro – Bachelors of Commerce (BCOM)

04.06.2002 – 29.05.2004

DEGREE ATTESTED