





MUBEEN MANZAR


“To pursue a career in a reputed organization that provides me the opportunity to utilize my academic skills in the achievement of organizational goals and progress professionally in a dynamic and challenging environment.”


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 House B-21, Madina Street, Blk A North Nazimabad Karachi, Sindh, Pakistan. Karachi

 June 13, 1993

 Male

 Pakistani

Education

2018 - 2022	<div><div></div><div>Bachelor of Business Administration(BBA) Marketing & Management Shah Abdul Latif University, Khairpur<ul style="list-style-type: none">& Developed a comprehensive understanding of business fundamentals, including finance, marketing, and operations management.</div></div>
2012-2014	<div><div></div><div>Bachelors of Commerce, Group-Commerce Govt. College of Commerce and Economics, Karachi<p>"Developed various management and accounting skills while continuously refining my capabilities throughout the process."</p></div></div>
2010 - 2012	<div><div></div><div>Higher Secondary Education, Group-Commerce Govt. College of Commerce and Economics, Karachi<ul style="list-style-type: none">& Acquired foundational knowledge in accounting principles and financial statements analysis.</div></div>
2008 - 2010	<div><div></div><div>Secondary Education, Group-Science Falcon House Grammar School, Karachi<ul style="list-style-type: none">& Studied fundamental concepts of computer studies and formulas</div></div>

Employment

Jan 2024 - Present	<div><div></div><div>Inventory Planning Executive Expo Store, Pvt Ltd, Karachi<ul style="list-style-type: none">& Managed inventory levels of 30+ branches nation wise to optimize stock availability and reduce excess inventory costs.& Analyzed inventory trends and forecasts to support demand planning and procurement processes.& Utilized inventory management software to monitor and manage stock levels to avoid overstocking or stock outs& Replenish inventory by ordering products from suppliers at the right time to maintain a balance between availability and cost-efficiency.& Identify slow-moving products and take steps to move them, such as markdowns or promotional efforts.</div></div>
Jul 2022 - Dec 2024	<div><div></div><div>Warehouse & Inventory Manager Gesolucious Pvt Ltd, Karachi<ul style="list-style-type: none">& Supervised daily warehouse operations to ensure efficient inventory management and safety compliance.& Perform regular Audit on daily basis to ensure data accuracy and reconcile discrepancies.& Manage the receiving of goods, ensuring they are inspected for damage, accurately counted, and properly stored.</div></div>

- & Ensure that orders are picked, packed, and shipped efficiently and accurately, meeting delivery deadlines.
- & Lead a team of warehouse workers, ensuring tasks are completed efficiently and in compliance with company policies and procedures.
- & Ensure accurate data entry in the inventory system, generate reports on inventory levels, stock movement, and order status for Management.

Nov 2019 - Nov 2021

Compliance Officer **Habib**
Bank Ltd, Karachi

- & Ensured compliance with internal policies provided by State Bank Of Pakistan
- & Develop a risk-based approach to identify, assess, and mitigate potential money laundering risks within the organization.
- & Ensure thorough KYC processes are followed for all new customers, verifying their identities, and assessing potential risks.
- & Perform additional due diligence for high-risk customers, politically exposed persons (PEPs), or customers from high-risk jurisdictions.
- & Implement and oversee systems to monitor and detect unusual or suspicious financial transactions that could indicate money laundering or terrorist financing activities.

Skills

Advance Excel



Demand Planning



Safety Compliance



Inventory Management



Stock Optimization



Software Proficiency



Languages

English



Urdu



Hobbies

- Bodybuilding
- Running / Cardio

- Strength Training
- Football

Software proficiency

Safewatch 2.0 Mysis
SAP inventory management Microsoft
Excel
G-Tech