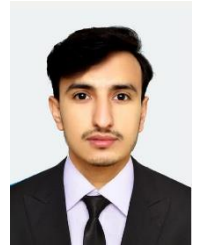


CURRICULUM VITAE

Muhammad Asim



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CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. A highly driven detailed oriented professional with over 4 years of experience in multiple organizations with expertise in managing inventory processing orders and stock management. Demonstrates great attention to details and maintains a strong work ethic that will contribute to the performance of a premium business.

EDUCATION

- ❖ B.S (Software Engineering – 2022)
- ❖ HSSC (Pre – Engineering - 2017)
- ❖ SSC (Science – 2015)

DATA ENTRY OPERATOR:

- **DATA ENTRY / OFFICE ASSISTANT:** Perform my services as an Office Assistant / Data Entry Operator in G.M Win Enterprises Engineers & Contractors. Duration 6 Months (2022 – 2022)

INVENTORY CONTROL CENTER (ICC):

- **ICC/GRN:** Imtiaz Super Market Retail Chain Peshawar 17th December 2022 – 8 January 2024
 - GRN (Goods receiving note)
 - Printing out GRN systematically
 - Creating PO (Purchase Order)
 - Generating PO & GRN of Fresh Vegetables, Fruits, Meat & Chicken's.
 - Expertise in Bakery Production (Systematically)
 - Internal Requisition
 - STO, PO Generating Expertise
 - Receiving of goods and making GRNs
 - Warehouse Operations
 - Inventory Procedures and SOPs.
 - Barcoding, Making Signages and Shelf tag generating

GOODS RECEIVING:

- Good's receiving - Imtiaz Super Market (Goods Receiving)
 - Fresh & Ultra-Fresh receiving expertise

- Maintained Cleanness and presentation of stock room and production floor.
- Informed forklift operators on their assignments and which fruit will be used and in which sorting line.
- Visually inspect each item for damage prior to placing the item on the shelf and ensuring item.
- Performed all cleaning duties to maintain a clean and safe work environment follows all safety codes.
- Verified product received against receiving documents report damages shortages or excess
- Acted as support staff for the shipping department. Inventory manager and procurement Department
- Direct delivery vendors & company warehouse receiving extensive experience
- Ensuring all quality and receiving SOPs and checks
- Lead dock operations and offloading team

SKILLS

- Analytical skills, Oral and written communications skills
- Goods Receiving
- Team Management
- Inventory Control
- Warehouse Arrangements
- Market Know how
- Implementation of New Event
- Customer Services
- Communication
- Administration
- Team Coordination
- Attention to Detail.
- General Labor manufacturing.
- Communicate with Head Office through Mails and Telephonic way.

ACHIEVEMENTS

- Successful Part of Imtiaz Super Market's 26th Mega Store in Peshawar & 1st Retail in KPK.

COMPUTER SKILLS

- ❖ MS office
- ❖ MS Excel
- ❖ Outlook
- ❖ Typing Speed up to 50 WPM in English.
- ❖ SAP S4 Hana
- ❖ Ivend

PERSONAL PROFILE

- ❖ Good Communication Skills.
- ❖ Hard working and Result oriented.
- ❖ Confident and optimistic.

LANGUAGE

- ❖ URDU
- ❖ ENGLISH
- ❖ PUSHTO

REFERENCES WILL BE PROVIDED UPON REQUEST