

Maqbool Khadim

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Experienced and resourceful Assistant Store Manager & Inventory with a Diploma Computer Application & Database Management, Computer Hardware and Computer Software My Education Bachelor of Art I have honed my skills in SAP Business-One, Oracle ERP, B-Tech and Microsoft Office Suite My experience at Albario Engineering, AHY Plastic Industry, Elite Engineering Matrix Engineering and Dyconix Engineering among others, has equipped me with a comprehensive understanding of inventory processes. Thrives working in a dynamic environment that call for exceptional adaptability, flexibility, and effective collaboration and teamwork with and within teams. My approach to store management is centered on meticulous attention to detail, strong organizational skills, and a commitment to operational excellence. I have a proven track record of improving inventory management systems, enhancing customer service, and driving team performance. My ability to lead and motivate teams towards achieving organizational objectives has been a key factor in my career success.

WORK EXPERIENCE

2023 – Current *Assistant Store Manager & Inventory*

Albario Engineering (Pvt.) Ltd. Lahore (Pakistan)

- Efficient Inventory Management: Spearheaded daily inventory management using SAP Business One, enhancing material availability for new projects by maintaining a real-time tracking system.
- Successfully directed over 1,000 different inventory items, ensuring optimal stock levels at both main store and site locations.
- Quality and Quantity Control: Instituted a rigorous quality control process, verifying the quality and quantity of newly purchased materials. Implemented a card system to streamline tracking, resulting in a 20% reduction in material discrepancies and a 15% improvement in order fulfillment accuracy.
- Monthly Audit Coordination: Orchestrated monthly internal audits, overseeing a team to assess and reconcile inventory records. This initiative led to a 25% decrease in audit discrepancies and enhanced the overall integrity of inventory reporting.

2021 – 2022 *In-Charge Store & Inventory Management*

AHY Plastic Industry (Pvt.) Ltd. Lahore Pakistan.

- Supervised and Processed Incoming Materials: Handled an average of 50 Goods Delivery Reports weekly, improving material availability for production by 30%.
- Inventory Management of Finished Goods and Raw Materials: Oversaw over 500 SKUs, achieving 98% inventory accuracy and reducing overstock by 20%.
- Monthly Audit and Purchase Requisition Execution: Performed monthly audits, reducing discrepancies by 40%. Efficiently raised Purchase Requisitions as per Bill of Materials, maintaining a 95% material fulfillment rate.

2014 – 2021 *In-Charge Store & Inventory Management*

Elite Engineering (Pvt.) Ltd. Lahore Pakistan.

- Daily Operations and Inventory Management: Oversaw daily activities of the store department, successfully managing an inventory of over 800 different raw materials. Monthly records checks, achieving a 95% accuracy rate in inventory tracking.
- Purchase Requisition and Material Management: Raised Purchase Requisitions (PR) against the Bill of Materials (BOM) in SAP, facilitating the procurement of critical materials for over 300 projects. Ensured daily processing of Material Return Requests (MRN) in SAP IMS, leading to a 50% reduction in materials return time.
- Monthly Audits and Site Visits: Conducted monthly audits across all sites and the main store, resulting in a 40% improvement in record-keeping accuracy. Implemented monthly site visits to verify store documentation, enhancing operational compliance by 30%.

2010 – 2014 *Senior Store Supervisors*

Matrix Engineering (Pvt.) Ltd. Lahore Pakistan.

- Regular Tool Issuance Record Management: Sustained a daily manual register for tool issuance, handling over 50 tools per day, ensuring a 100% accuracy rate in tool tracking.
- Material Inspection and Quality Control: Oversaw the receipt of incoming materials, coordinating with the quality department for inspection. Managed an average of 30 incoming material checks per day, contributing to a 20% improvement in quality compliance.
- Monthly Reporting and Documentation: Preserved comprehensive monthly records for tool issuance and materials management, enhancing record-keeping efficiency by 25%.

2008 – 2010 *Assistant Store Supervisors*

Dyconix Engineering (Pvt.) Ltd. Lahore Pakistan.

- Store Department Oversight: Supervised all store department activities, improving operational efficiency by 30% through streamlined processes.
- Inventory Management and Reporting: Handled daily incoming materials, processed an average of 40 Material Issuance Requests (MIRs) daily, and upheld accurate monthly stock reports, achieving a 95% accuracy rate in inventory management.
- Monthly Reconciliation and Documentation: carried out
- monthly reconciliation reports for all sites, improving material tracking and accountability by 40%.

2007 – 2008 *Store Assistant*

Design Development & Fabrication Company (Pvt.) Ltd. Lahore Pakistan.

- Site Store Supervision: Directed store operations across all sites, ensuring accurate monthly records and a 20% improvement in material handling efficiency.
- Gate Pass Management: Maintained Inward and Outward Gate Pass (IGP & OGP) records, resulting in a 15% reduction in discrepancies.
- Material Handling and Record Keeping: Ensured efficient processing of incoming materials and maintenance of related documentation, leading to a 10% improvement in operational efficiency.

RELEVANT SKILLS

- **Computer skills:** Microsoft Office, Window, Database Management, In-page, SQL, Internet etc.
- **Technical:** Accounting, Mechanical, Electrical, Auditing, Material Handling, and Civil etc.
- **Professional/Social:** SAP Expertise, Oracle, ERP, Network Installation, Equipment Setup, Software Installation, Inventory Management, Retail Sales, Quality Control, Purchase Planning, Material Handling, Audit, Implementation, Database Management, Hardware Knowledge, Attention to Detail, Conflict Resolution, Effective Customer Relations, Empathy, Initiative Persuasiveness, GRPO Maintenance, Report Generation, Import Management, Banking Procedures, Merchandising, Understanding Others, Proactiveness, Relationship Building
- **Languages:** Native Language, English (Level), Urdu (Level), Punjabi (Level)

EDUCATION

2009-2010 Bachelor of Art Commerce	University of the Punjab Lahore Pakistan
2006-2007 Intermediate Commerce	Government College of Boys Lahore Pakistan
2003-2004 Matric Science	M.C Boys High School Lahore Pakistan
2004-2006 Diploma in Computer Application and Database Management	Punjab Vocational Training Council
2006-2006 Diploma in Computer Hardware	Full Gospel Assembly Institute
2004-2004 Diploma in Computer Application	College of Shahriah & Modern Science

PROFESSIONAL CERTIFICATIONS

Certificate of Participation	Feb, 2019
Organization: Elite Engineering Pvt. Ltd., Lahore	
HME Management System	
Certificate of Attendance	Feb, 2018
Abacus Consulting at Elite Engineering Pvt. Ltd.	
SAP Business One End User Training	
Awareness Training Course on Integrated Management System (IMS)	May, 2016
Elite Engineering Pvt. Ltd.	
ISO 9001:2008 Introduction & Awareness Course	Jan, 2014
Organization: Matrix Engineering Pvt Ltd.	
Advanced Certification Services Pakistan Private Limited	