

IMRAN AHMED



Contact

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Languages

Urdu.
English.

Visas Status

- Visit Visa

Computer Skills

- MS. Office.

Summary

Seeking a professional position to utilizing my skills and abilities in the piratical life to improve the strength of the company where my creative ideas and a genuine enthusiasm would allow me to progress and to grow professionally and to contribute within a team in challenging implementing and administrating setup.

Academic Qualification & Skills

- **Bachelor of Commerce** from University of Karachi.
- **H.S.C.** Examination from Govt. National College, Karachi.
- **S.S.C.** Examination from Adamjee Public School, Karachi.

Other Qualification

- Diploma in **Information Technology** from Mehran Computer.

Professional Experience

- 1) May 1, 2011 to Dec 31, 2012** Hope General hospital and Maternity Home Thatta, Sindh (store Incharge)
 - To maintain medicine record and inventory manually and computerized.
 - To sale medicines on company rates.
 - To arrange doses of in-patient and out patient timely.
 - To provide medical and surgical supplies to main O.T. patients on a very short notice.
 - To prepare different kits for different surgeries like LSCS; Laparotomy; etc.
 - To place orders for new medical surgical items to Head Office.
 - Also responsible as a part timer Receptionist for patients billing and discharge Night Time Administrator.
 - Process Medical records files for booked and un-booked patients.
 - Update files with loose reports.
 - Check overdue files.
 - Prepare appointment.
- 2) July 2009 to April 2011** Basic Pharmaceutical (Pvt) Ltd. Account & Coordinators
 - Responsible to maintain computerized inventory stock of Karachi.
 - Keep update manual and computerized inventory record for new orders.
 - To handle books of general ledger, cash book.
 - Petty cash maintain.

Personal Information

Father's Name:

Zubair Ahmed Siddiqui

Date of Birth:

September 15, 1978

C.N.I.C #:

42201-0428870-3

Religion:

Islam

Nationality:

Pakistani

Marital Status:

Unmarried

- Filling work keeping record technical literature and other all office routine work.
- Receptionist.
- 3) May 2007 to June 2009** **MB – BIOSCIENCES Admin & Sales Coordinator**
 - Diligent detail – oriented **“Administrative Assistant”** knowledgeable of all office functions, with a solid background in the bio-science field.
 - Excel at multiple tasking in a fast – paced environment completing projects within time and budget constraints.
 - Superior Telephone customer service and computer skill with proficiency in Ms-Word, Excel, Outlook and PowerPoint.
- 4) 2004 to 2005** **Techno Card System (Pvt) Ltd. Accounts Assistan / Receptionist**
 - Joined in 2004, worked as “Accounts Assistant / Receptionist” reporting to accounts
 - Responsible for managing account receivable, account payable and payroll dept.
 - Responsible for administering online banking function.
 - Responsible for managing Payroll function for employees.
 - Record Company Expenses.
 - Responsible for other duties as assigned.
 - Cash handling, processing payment, drawing up invoices and receipts.
 - To under any other administrative duty when needed such as filling etc.
- 5) July 1995 to 2023** **Industrial Equipments Account / Office Assistant**
 - Working with M/s. Industrial Equipment’s, Karachi since July 1995 to 2003, as a “Dispatch Clerk / Office Assistant” fully aquatinted with dispatching mails / parcels, filling work keeping record of different technical literature, maintenance of accounts outdoor dealing with customers and Bank insurance for import documents etc., and other all office routine work.
- 6) November 2013 to till date** **Job Description in YKK Pakistna (Pvt) Ltd.**
 - 10 years’ Experience in YKK Pakistan (Pvt) Ltd. AS an Assistant Supervisor.
 - As Assistant Supervisor in Warehouse, I Maintain Stock physically and in Excel.
 - Issuing Material on MRN Accordingly to desired Department.
 - Inventory Controlling.
 - Palletizing Raw Material and place them on their Locations.
 - Making entry of issued material on excel and reporting to Manager.
 - Using Wings (software) and updating Material in Wings.
 - Shipment Receiving and handling of documents.
 - Usage of PDA System.
 - Active involvement in half-yearly Stock Taking.