



Shahbaz Shabbir

Date of birth: 12/04/1995 | **Nationality:** Pakistani | **Phone number:**

(+92) 3025209150 (Mobile) | **Email address:** shahbazshabbir40@gmail.com |

Address: House no 1 block no 38 sodiwal colony, multan road lahore, 54000, Lahore, Pakistan (Home)

● ABOUT ME

06 years rich experienced in Store Keeper and Store Supervisor. A keen audit planner & strategist with expertise in managing operations, staff with focus on profitability by ensuring optimal utilisation of resources. Proficient in handling overall responsibility of all the activities of operations and inventory audit, physical stock maintaining and timely completion of the projects knowledge. Well versed concepts of ERP (SAP) system. Raw Material Store/ Warehouse/ Tool Store/ Consumables items/ Inventory Audit System. Effective communicator & team Leader combined with flexible and detail oriented attitude with the ability to interact effectively with people at all levels if organisation

● WORK EXPERIENCE

09/10/2023 – CURRENT Lahore, Pakistan

STORE OFFICER UNIWORTH DRESS CO.

- Stock Receiving.
- Gate passes Inward Gate Pass Out Word Gate Pass.
- GRN .Goods receiving Note.
- Issuance of Stock.
- Reconcile Stock.cycle Count.
- Stock Taging.
- Maintain voucher wise record of all GRN
- Maintain voucher wise record of Rejection

01/12/2021 – 07/10/2023 Lahore, Pakistan

WAREHOUSE ASSISTANT DHL GLOBAL PVT LTD

- Preparation of Goods Receipt Note
- Preparation of Gate Passes
- Container fading.
- Vehicle Loading Generate GRN's System Generate RGP's Generate OGP'
- Maintain voucher wise record if all GRN
- Maintain voucher wise record if Rejection
- Handed GRN's to Purchase Dept-
- Supervision of Container loading Unloading.

10/11/2020 – 25/11/2021 Lahore, Pakistan

STORE OFFICER SARENA TEXTILE INDUSTRIES

- Preparation if Goods Receipt Note Conduct Inspection of fresh receipt.
- Preparation if Gate Passes
- Receive Inward gate passes from gate
- Conduct inspection of all fresh received material
- Generate GRN's System
- Generate RGP
- Generate OGP
- Maintain voucher wise record of all GRN
- Maintain voucher wise record of Rejection
- Handed GRN's ti Purchase Depp

STORE KEEPER TCS PVT LTD

- Responsible for the daily managing received and issue material.
- Responsible for the all physical inventory.
- Daily check the stock and inspection of material.
- Organised workload, allocation tasks, taking team on a daily basis.
- Utilized and implemented lean principles to improve operations by reducing cost if quality and on time delivery.
- Generate GRN.
- Generate Gate passes.
- Issuance of stock.
- Cycle Count Daily Basis.
- Physically Stock count.
- Conduct Inspection of fresh receipt.

05/2017 – 05/2019 Ajman, United Arab Emirates

STORE OFFICER ARABIAN SOURCE MANUFACTURING

- Material receive according to Purchase Order.
- Make GRN, RGP, OGP. stock issue.
- Cycle count on daily basis.
- Inspection of store.

● **EDUCATION AND TRAINING**

01/09/2013 – 30/07/2015 Lahore

INTERMEDIATE I COM Quaid e azam accountancy college

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	B1	B1
ARABIC	B1	B1	A2	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user● **DIGITAL SKILLS**

Microsoft Office (Outlook, Excel, Word, PowerPoint) | Word/PowerPoint capabilities | Communication Programs(mail, messenger, skype) | EMAIL GMAIL | SAP Software | ERP Software