ZUBAIR HAYAT
Store Oprater

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District,Bhakkar Punjab, PAKISTAN

👤 PROFESSIONAL SUMMARY

Experienced Store Keeper with 5 years of expertise in inventory management, supply chain coordination, and warehouse operations. Proficient in Microsoft Dynamics ERP, I effectively managed stock levels, tracked orders, and optimized organizational operations. Seeking to leverage my skills in a challenging role to support efficient store management and logistics.

👤 PROFESSIONAL SKILLS

- Inventory Management & Stock Control
- Supply Chain Coordination
- Microsoft Dynamics ERP Proficiency
- Procurement & Vendor Relations
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Warehouse Operations
- Documentation & Record Keeping
- Strong Analytical & Problem-Solving Skills
- Teamwork & Communication

🎓 EDUCATION

Intermediate In Computer Science And Programming (ICS) | 2016 - 2018
Bise Sargodha, PAKISTAN

Diploma Of Information Technology (DIT) | 2019 - 2021
Islamabad Board, PAKISTAN

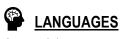## 💼 PROFESSIONAL EXPERIENCE

Store Keeper | Feb2021-Present
Khatija Hospital,Bhakkar

- Managed the hospital's store inventory, ensuring the availability of medical supplies and equipment.
- Utilized Microsoft Dynamics ERP to track stock levels, monitor procurement activities, and generate inventory reports.
- Coordinated with suppliers and hospital departments to ensure timely delivery of goods.
- Conducted regular stock audits to maintain accurate inventory records and minimize discrepancies.
- Processed and handled incoming shipments, verifying the quantity and quality of goods received.
- Maintained clean, organized, and safe storage areas for medical supplies, ensuring compliance with hospital standards.

Store Oprater | Dec2018-Nov2020
Mall of Sargodha, Punjab

- Managed stock levels for retail goods, ensuring all items were available to meet customer demand.
- Assisted with daily stock replenishment, order processing, and vendor management.
- Conducted periodic inventory checks, addressing discrepancies to maintain accurate stock records.
- Coordinated with the sales and procurement departments to align inventory with sales targets.
- Utilized Microsoft Dynamics ERP for inventory control, order management, and reporting.

🧠 LANGUAGES

- **English**   Native
- **Urdu**   Native
- **Arabic**   Native

🧠 EXPERTISE

- **Microsoft Application's**   Expert
- **Tally Prime**   Expert
- **Store Opration's**   Expert