

Talal Hussain

Street # 13, House # 02, Rehmat Calony Wandala
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Career Objective ▼

To join an organization operating in challenging environment with prospects of future growth and providing opportunities for enhancement of professional skills and career development in the field of accountancy, Ware House Keeping and Store Keeping.

Introduction:

Intermediate (HSSC), Commerce 02 Year in UAE as Warehouse In charge & logistics Co coordinator +3 Years in Pakistan experience at the post of computer instructor and accountant.

Personal Data ▼

- Father's Name: Muhammad Khalid
- Date of Birth: 25-02-1995
- Cnic No: 35202-3576910-7
- Passport No: Dv6909102
- Passport Expiry Date: 28-01-2029
- Nationality & Religion: Pakistani (Islam)
- Job Preferences: Anywhere In UAE
- Personal Attitude: Good Communicator
Aspiration High
Potential Promising
Belief in Religion of Work

Academic Qualification ▼

F.A: 2014 Civil line Collage Lahore.

Matriculation: 2012 Iqbal Model High School Lahore.

Diploma in Food And Beverage Captain (06 month): (2016) COTHM Collage Lahore.

Computer Skills ▼

- Strong knowledge of Microsoft Office 2007 & 2010.
- Strong knowledge of ERP, SAP, Oracle Software.
- E-mail Internet Browsing.

EXPERIENCE ▼

DulSCO LLC Co.

Dubai-UAE

Store Incharge

Period From: (28-06-2016)

Period To: (16-03-2019)

دلسكو
DULSCO

Responsibilities ▼

1. Receiving of Civil Store, Construction Materials, Scaffolding Materials and General Items from Company Project sites through Gate Pass.

2. Counting and labeling of all incoming Store, Civil Constructing, Scaffolding Materials and General Items.
3. Issuing of Store, Scaffolding and General Items Materials to Company Project Sites as Per Approve MR (Materials Requisition. Through Gate passes.
4. Preparing and updating of Yard Civil & Construction Materials, Scaffolding, Plumbing and Electric Cable Master Stock Report and sending it to (inventory Controller) Head office on Daily, Weekly and Monthly basis.
5. Sending of all inward and outward gate passes Scan Copy on daily basis to inventory controller (HO).
6. Preparing of Yard Asset (Furniture, Computer, Refrigerator and Porta Cabin) report and sending it on Daily, Weekly and Monthly basis to head office logistics department.
7. Making of Materials Requisition (MR) for Yard Store, Scaffolding and General Items to purchase department and follow up LPO for Materials with Supplier.
8. Daily Issuing of Project Power tools through Gate Pass from Yard after repair and updating of its stock in power tools stock report.
9. Making of yard Power Tools Repair Report on daily basis.
10. Preparing of Yard Scrap Materials Report on weekly basis and sending report to head Office.
11. Making of Yard Staff, Operator and workers attendance Time Card on monthly basis and sending it to head office to (Pay roll Department) on monthly basis.
12. Making of Company Vehicle Activities And Diesel Consumption report and send to Head office on daily, weekly and monthly basis.
13. Updating of Yard Equipment Maintenance Work and sending report to head office on Weekly and monthly basis.

NEW ASIA AUTOMOBILES (Pvt). Ltd.

Sheikhupura Road Lahore, Pakistan.

Store Incharge

Period From: (01-04-2019)

Period To: (10-05-2020)



Responsibilities ▼

1. Make Inward Outward Gate Pass and GRIR at Software and Manual.
2. Maintaining Bin Cards daily basis.
3. Maintaining Records of Issuance and Receiving.
4. Make Shortage List of Material.
5. Preparation and Posting of Store Vouchers GRN, PRQ, MIR through Inventory Software.
6. Reconciliation of Store Items Ledgers on Monthly Basis.
7. Check exact material in store department and prepare demand according to the requirement.
8. Notice on demand of every department inside of the company.

ISLAM ENGINEERING (Pvt) Ltd.

Sheikhupura road, Lahore, Pakistan.

Junior Accountant + Assistant Procurement Manager

Period From: (15-05-2020)

Period To: Till Present



Responsibilities ▼

1. Assist to G.M Finance & CEO.
2. Always keep in touch of sales department.
3. Using oracle software for management reporting.
4. Using ERP software for management reporting.
5. Preparation of purchase and sales invoices into software.
6. Posting of different transaction in ERP system, Cash Payment Voucher, Journal voucher, Bank Payment Voucher, Bank Receipt Voucher into software & Bank Adjustment Voucher.
7. Make the payable Vendors Cheques.
8. Ensure Purchase of quality material on competitive prices & according to company policies.
9. Dealing with local market for Cash and Credit purchase on negotiable rates.
10. Preparation of Request For Quotation (RFQs) for collection Quotations from multiple vendors.
11. Preparation of Comparative Statements and issue Purchase Order to selected vendor / Supplier.
12. Bulk purchase on credit for all sites from vendors.
13. Development of new Suppliers or evaluation of existing.
14. Checking of supply bills & payment schedule.
15. Preparing of Supplier Data Base.
16. Preparing of site stock, Demand & Balance report.
17. Submitting all suppliers documents, Bills in Accounts Department for timely payment.
- 18.** Ensure the transparency of work.
19. Conduct the Audit of suppliers.
20. Report of market study.

Interest / Hobbies:

Travelling.

Internet Browsing.

Readings Books and Novels.

Playing Snooker.

Video Games.

Languages:

1. Urdu.
2. English.
3. Punjabi.
4. Hindi.

Reference ▼

Will be furnished on demand.