

# Waqas Ali S/O Liaqat ali

**Address:** Muhallah Qureshi Abad Chak Jalaldin Girja Road  
Rawalpindi

**Email Address:**  
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**Contact Number:** 0333-9004540

**Marital Status:** Married

**Nationality:** Pakistani

## **Professional Summary:**

08 years of experience in Commercial and accounting.  
Seeking a position of **Warehouse/Store Supervisor**  
Develop and implement efficient warehouse operations systems

- Monitor and maintain inventory accuracy
- Supervise and motivate warehouse staff
- Ensure a safe and secure working environment
- Oversee the daily operations of the warehouse
- Ensure that all warehouse operations are in compliance with company policies and procedures
- Coordinate and monitor the receipt, order, assembly, and loading of goods
- Maintain detailed records of all warehouse activities
- Schedule and assign tasks to warehouse staff
- Monitor and optimize inventory levels
- Develop and implement cost-effective warehouse processes



## **Key Expertise:**

- Accounts Receivable
- Daily Cycle Count of Stock
- Time Management
- Store Handling
- Receive and Issue
- Accounts Payable
- Cash Management
- Internal Controls
- Working on exact figures to maintain particular records
- Record Maintains

## **Qualification :**

- Bachelor of Arts (BA) Completed in 2018 from Peshawar University.
- FA completed in 2014 from Peshawar Board
- Matric(Arts) Completed in 2012 From peshawar board

**Certifications and Diploma :**

- 01 Year Computer Diploma
- 03 x Months typing Certificate
- 03 x Month Urdu Typing Certificate

**Employer: Oven N Grill****Appointment:** Inventory Officer/Assistant HR **Date****of Joining:** Feb 2024 to Till Date **Job****Description:**

- Data Entry
- Stock Inventory Entry
- Payable Amounts
- Receivable Amounts
- Ledger Preparations
- Check and Balance Staff Availability and punctuality

**Employer: Canteen Stores Department****(CSD) Position:** Associate in  
Commerical DIV(Accounts)**Date of joining:** Feb 2016 to Till Date**Job Description:**

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Coordinating and maintaining fleets and equipment.
- Communicating and coordinating with other departments and customers.

**Skills and Experties:**

- MS Word
- MS Excel
- MS Power Point
- IN Page Urdu
- Retail Management System(RMS)
- Oracle

**Languages:**

- English
- Urdu

**Reference:**

Reference Will be given on demand