**MUHAMMAD AHTISHAM**

**Address**: Kasur, Pakistan  **Cell**: +923094701470 **Emai**l: mahtishamsherazahmad@gmail.com

**Professional summary**

Managing and maintaining inventory, receiving and dispatching material ensuring proper storage and distribution of goods, to way of role efficiently keeping records that trackable overseeing the store's overall operations.

**Education**

**Intermediate in (I.C.S)**

Govt Islamia Degree College Kasur. (2020)

**Graduation (B.A with IT Skill)**

Punjab University Lahore. (2022)

**Master ( LLB)** (2025)

Punjab University Lahore.

**Skills & Competencies**

* Ledger management
* Inventory controlling
* Shipping receiving
* Documents controlling
* Manage bin card
* Material issuance
* Material Quality
* Customers orders
* Purchase order verification
* Office equipment
* Physical inventory
* Stock mobilization
* GRN’S proceedings
* Manage IGP, OGP&RGP
* Data proceeding
* Financial reports
* Hazardous material control
* Oracle operations
* Monthly stock report

**Work Experience**

**Internal Auditor in Nexia International Al Riaz Ahmad Charter Accountant CO**

(Lahore, Pakistan)

Duration: 01 December 2023 to March 2025

* Conduct Audit
* Preparing financial statement
* Monthly annex report
* Purchase order Summary
* Receiving Bills & Delivery Challan
* Document Controlling
* Manage requirement Bugs

**Store Keeper in H Nizam Din & Sons**

(Lahore, Pakistan)

Duration: 25 June 2020 to November 2023

* Receiving Shipments
* Physical Verification
* Mailing of (B) grade Stock
* Stock Racking
* Stock Accounting
* Receipt Stamping

**Language**

* English
* Urdu