Saadullah khan

**Store keeper cum operation assistant**

**Location bannu Mob- +923169643956. Email- sparrow6830@gmail .com**

**Career summary--detailed oriented in operation knowledgeable about storekeeping ,3pl warehouse,logistics,supply chain and administration industry.offering seven years of experience in fast faced environment.**

**Experience (12years)**

TCS EXPRESS AND LOGISTICS location country

Feb-2018 to Aug -2023 BANNU PAKISTAN

OPERATION ASSISTANT-DUTIES & RESPONSIBILITIES

Retail- BOOKING OF DIFFERENT GOOD S AND SECURITY CHECK,WEIGHT AND CUSTOMER SUPPORT ETC

3pl warehousing-OVERALL WAREHOUSE OPERATION INCLUDE COLLECT ARRANGE INVENTORY INPUT/OUTPUT DATA,

RETURNING AND FORWARDING LOGISTICS, DOMAIN, SCANNING, BAGGING AND TRACKING OF HEAVY AND GENERAL SHIPMENTS

E-MAIL, KPI REPORT CHECKING, ECOM COD DEBRIEFING

Supply chain-COORDINATE WITH SUPPLIER AND MANAGE THE MOVEMENTS OF GOODS ENSURE TIMELY DELIVER TO CUSTOMER

Storing- GOODS RECEIVING,COUNTING,CHECKING AND DAMAGE RETURNING,STOCKING AND SORTING

Administration-CASH,EQUIPMENT,REPAIRING,LETTER,PRINTING,STUFF MEETING ETC

Logistics-DISPATCH EXPRESS, CARGO, OLE, GH AND COLD GOODS, INCOMING/OUT GOING STOCK ENSURE IN GOOD CONDITION, RECONCILE INCOMING/OUTGOING STOCK WITH TRANSIT

**USAWa, pharma distributor**

**Now 2010-jAN 2017 bannu Pakistan**

Storekeeper cum admin assistant- **DUTIES & RESPONSIBILITIES:**

√GOODS RECEIVING. √GOODS DISPATCH

√ORDER SUPPLIES AND KEPT INVENTORY AT OPTIMUM LEVEL. √ABC METHOD APPLY

√DAMGESTOCKSEPARATEAND RETURN √STOCKCOUNTING  **Admin assistant-duties & responsibilities**

**√Coordinate equipment repair and maintenance. √office works**

**√Calling and answering. √writing email,letter,printing etc**

**√Attend meeting,guest handling. √ cash management,bank deposit**

**√Cash collection**

**Education**

**Master of Art 2012 University of science & technology Bannu**

**Certification**

**Hrm,basic account,retail management,supply chain management,introduction to digital marketing (Great Learning)**

**OSHA, diploma in business & finance**

**Technical skills**

**M.s office**

**Data entry**

**Communication**

**Customer service**

**Inventory management**

**Warehouse management**

**Soft skills**

**Adapdabillty**

**Flexible**

**Time management**

**Problem solving**

**Administration**

**Multy tasking**

**Language**

**Urdu,pashto,English**