



MUHAMMAD USMAN

Muhalla burewala check number 515 E. B
Distric vehari panjab Pakistan



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Store keeper & Computer Operator



Objective

Iam looking forward to working in a competitive and prosperous environment. Iam versatile by nature wirh any inclination to learn new things and ability to grasp little orientation. I

✓ Profile

Store Keeper And Computer Operator with 13 Plus Years of work experience in furniture and in ready mix concrete



Work Experience

StoreKeeper

Al Zaidy ready Mix Concrete Saudia Arabia 2012-May 2022

Duties & Responsibilities.

Monitoring stock card everyday of the stock goods from stores and physically checking of all received goods from delivery note of the respective request STO SPR NO. For the accuracy of orders or request.Making requests of goods in time which are not stocks. Taking care all types of activities like take care of store goods, availability of goods in time, proper care, and also make proper records of incoming and outgoing goods.

StoreKeeper.

Al Zaidy Furniture Saudia Arabia 2009-Dec 2011

Duties & Responsibilities.

Maintain the warehouse, record area and store's area. inventory controlling: maintain inventory, file and records. Loading and unloading the goods by operating forklift.Making MaterialRequisition for supplies and local purchase orders. Maintain updated invoices and files.

Computer Operator

Loya Associates Pakistan 2007-Sep 2008

Duties & Responsibilities.

Scan documentation and entred it into the database.Obtained scanned records and uploaded them into the databse.Entered numerical data into database n a timely and accurate manner.

Computer Operator

Al_mansoot Enterprises Pakistan 2005-March 2006

Duties & Responsibilities.

Reviewed And updated clint correspondence file and scheduling database.Organised forms.made photocopies.filed record and prepared correspondence.added a new material to file records and creat new record.

✓ Software Skills

M.S Office



Web Designing



Hardware & Networking



✓ Language Skills

Urdu



Arabic



English



✓ Job Related Skills/Software

Making Store requisition of the issuing materials. Maintain inventory of the daily issuing and receiving material with enter all the data in the (Prisma Business Application) Software System.

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Skills

- Ability to work under pressure and Meet deadlines.
- Ability to provide oversight and quality control of work being performed.
- Typing Speed
- Flexible
- Independent worker
- Professional and Mature
- Maintains Confidently
- Dedicated Team Player
- Typing Qualification in English and in Arabic

Personal Details

Nationality	:	Pakistan
DOB	:	29 June 1987
Gender	:	Male
Marital Status	:	Marrried

Refrence

Will be furnished when required



Education

2006

Intermediated in Arabic

Abu Bakar Islamic
University Karachi Pakistan



Certificate Course

2006

M.S Office

Excellence Computer
College Karachi Pakistan

2007

Web Designing

Excellence Computer
College Karachi Pakistan

2008

Hardware & Networking

Excellence Computer
College Karachi Pakistan