

Curriculum Vitae

Hafiz Muhammad Arbaz Khan

Cell: 33893702 | Driving License: Learning

Email: hafizarbaz90@gmail.com



Career Objectives:

To pursue a challenging term career in the field of Construction Business as a Store Keeper. I can utilize my skills, innovative ideas & ready to face new challenges.

Academic Qualification:

- Intermediate From Government Liaquat College Karachi, Pakistan
- Matriculation From Falcon Cambridge School Karachi, Pakistan

Technical Qualification:

- Certificate Information Technology (CIT) from The Rising Professional Institute Karachi, Pakistan

INTERPERSONAL SKILLS:

- Effective time table management
- Effective delegation Of Work
- Discipline management
- Communication skills.
- Customer Dealing

Professional SKILLS:

- Working with Internet fluently
- Uploading / Downloading
- Windows Friendly 2007 / 2008 / 2010
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

- Basic Photoshop (Beginners)
- Correspondence over emails
- Manual Inventory of construction materials
- Man power handling
- Invoices Management
- Delivery notes handling
- Manage all documentation of stores...
- Keeping records of every items of store in / out.

Curricular Activities

- Cricket
- Fitness freaking
- Video Games.

Languages:

- English: Good command over spoken and written
- Urdu: Excellent command over spoken and written

Working Experiences:

- Worked as Assistant Store Keeper in Crown Electro Mechanical Services at Bahrain
- After getting promotion appointed as a Store Keeper at Crown Electro Mechanical Services at Bahrain
 - Roles:
 - Invoices management
 - Delivery notes handling
 - Manage all documentation of stores
 - Keeping / maintaining records of each and every items of store accessories
 - Keeping / maintaining records of heavy machineries.
 - Keeping / maintaining records of labor deployments on sites (construction areas)
 - Etc...
- Currently working as a store Keeper at Bin Faqeeh Group at Bahrain.
 - Roles:
 - Customer Dealing

- Claiming's Lights warranties
 - Providing all materials of store to all buildings of Bin Faqeeh
- Appreciations:
 - Getting Appreciation letter from Bin Faqeeh Group.
- One year sales and purchase experience of materials like: Plumbing, Lights, and Electrical Etc...

PERSONAL DETAILS:

- Father Name: Muhammad Ayub Khan
- Marital Status: Single
- Religion: Islam
- Nationality: Pakistani
- Date of Birth: 26th-10-1997

Reference:

- Requested upon