



# ZAKIR ULLAH

## WAREHOUSE MANAGER/INVENTORY COORDINATOR

### CONTACT

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203, Bahrain.

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### SKILLS

- Computer Skill
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Problem Solving

### LANGUAGES

- English (Fluent)
- Arabic (Intermediate)
- Urdu (Fluent)
- Pashtu (Fluent)

### REFERENCE

**Alaa Alshurbaji**

eXtra Electronics/GM

Phone: +973-33507616

Email: alshurbaji.a@extra.com



### PROFILE

I am a detail oriented Inventory Coordinator with 18+ years of experience in retail environments including Manager Warehouse, Branch Supervisor, JR Accountant as well as Assistant In-charge Foreign Currency Deposits. I have extensive work experience of Auditing in Govt Institutions with a Master degree in finance. Committed to utilizing my skills to help others, while working towards mission of a company.



### WORK EXPERIENCE

**eXtra (United electronics Co)** 2012- PRESENT  
Manager Warehouse/Inventory Coordinator

To ensure that a company has the right amount of products, materials, and supplies to operate efficiently. Responsible for managing stock levels, overseeing inventory processes, and resolving issues. Created reports and documents as requested by managers.

**AJM Kooheji Group** 2011- 2012  
Jr. Accountant

To support company's accounting needs by performing a variety of tasks, including: financial reporting, accounts, payroll, reconciling, documenting, analyzing, auditing, work with vendors etc.

**Govt of KPK Pakistan, Social Welfare Dept.** 2009- 2011  
Auditor Divisional

Assist the Audit Officer in conducting audit of Zakat aided Institution (Schools, Colleges, Universities, VTI's, Hospitals, LZC's & Deni Madrasas) falling in his jurisdiction. Additionally, ensure and look after the work/duty of Audit Assistant/Junior Clerk in temporary absence of Audit Officer.

**AU-Telecom (Warid Franchise)** 2008- 2009  
Branch Supervisor

Oversee the day-to-day operations of the company by smoothly implementing management decisions in their unit. Accomplish staff Job results by coaching, counseling, & disciplining employees, Plans, monitors, and appraises job results. Conducts training. Implements and enforces systems, policies, and procedures.

### **National Bank of Pakistan**

2006- 2008

Assistant In-charge Foreign Currency Deposits

Worked as an Internee from February 2006 to August 2007 with expertise in all operational work: Credit, Remittances Clearing, documentation and monitoring Accounts. Complete knowledge of working capital, financing Loan, & especially worked as Assistant In-charge Foreign Currency Deposits (Foreign exchange).



## **EDUCATION**

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### **Master of Business Administration (MBA)**

2004- 2006

Agricultural University Peshawar, Pakistan

### **Bachelor of Business Management**

1999- 2003

University of Peshawar, Pakistan

### **Diploma in commerce (D. Com)**

1997- 1999

Board of Technical Education Peshawar Pakistan

### **Secondary School Certificate (SSC-Sciences)**

1996- 1997

BISE Peshawar Pakistan.