

CAREER PROFILE

- Excellent track record for position in supply chain and warehouse management.
- Extensive cross functional expertise in warehouse management.
- Ability to train, enhance motivation and lead large and successful team.
- comprehend as an innovative and effective strategic planner, Administrator and problem solver.
- Highly capable of analyzing existing system and processes to drive remarkable improvement.
- Expertise in PC applications including MS-office.

CERTIFICATION

Certificate SAP User Training
Certificate of Procurement

FORMAL EDUCATION

EMBA HR

MBA Finance

University of the Punjab 2007

B. Com

University of the Punjab 2002

I.Com

Lahore Board 2000

Matriculation

Lahore Board 1998

AREAS OF STRENGTH

- ✓ Supply Chain Management
- ✓ Warehouse Management
- ✓ Inventory Controls
- ✓ On Time Deliveries
- ✓ Administration & Security
- ✓ Staff Development & Leadership

ACHIEVEMENTS

Regular & Punctual Prize
Employee of the Months
5's Winners

PERSONAL DATA

Nationality Pakistani
Materiel Status Married

PROFESSIONAL EXPERIENCE SUMMARY

I have done MBA from University of Punjab in 2005. I have started my Professional Career in 2002 with SPEL Group of Company and worked in different capacities e.g. Accounts, Inventory & Internal Auditor. I joined (WEG) as Admin & Procurement executive and inventory control as well. I also worked with pharmaceutical organization where I had maintained warehouse independently with team. I joined Pak Media Research as Manager Operation and inventory control Nationwide. I supervised major sectors e.g. monitoring of technical department, operations, procurement and inventory control. I am currently Working as Admin & Operation Manager in OEM Corporation.

CENTRAL ACCOUNTS AND ADMIN MANAGER (SEP-21 TO JUNE -2022)

OEM CORPORATION

- Development of Code of ethics for departments.
- Schedule of Routine Official Maintenance.
- Daily Check Worksheets as per allocated areas
- Ensure Purchase quantity and quality with relevant demand and made entry by ERP
- Ensure Daily Attendance & Proceed Salaries of Staff
- Proceed Weekly Report about Cash and Schedule Bank Payments.
- Monthly Budget Costing Department wise
- Monthly Stock monitoring for Production
- Maintain Asset Register with Tagging & Coding
- Ensure All Payments after ensuring the material received.
- Check Daily Cash Statement and signed CP Vouchers.
- Dealing with Sale Department & Recovery Department for daily targets
- Verify Daily Construction project demand & supply
- Comparison Statement of Basic Major Purchases
- Record Keeping of staff and Employees
- Check and Talley Parties Ledgers & Customer Ledgers by using ERP
- Stock taking of Raw Materials, WIP & Finished Goods
- Ensure 5 S activities and quarterly competition.
- Schedule training for individual strength for the company.

Following is the brief summary of the past experience

Manager Operations (**Pak Media Research**) (OCT 2016 TO MARCH 2021)

Asst. Manager Supply Chain (**OBSONS PHARMACEUTICALS**) ISO 9001: 2008 & ISO 14001: 2015 (APRIL 2016 TO October 2016)

Admin & Procurement Executive (**WOMEN'S EMPOWERMENT GROUP**) (2012 ~ 2016)

SPEL GROUP OF COMPANIES (2002 TO 2012) AUTO PARTS, PLASTIC FOODS PACKAGING

Procurement, Internal Auditor (**Synthetic Products Enterprises Ltd.**) (2005 ~ 2012)

Senior Accounts Officer (**SPEL PACKAGING INDUSTRIES (PVT.) LTD**) (2002 ~ 2005)

REFERENCES

Will be furnished, if desired