



SYED RIZWAN UL HASSAN

(Inventory / Store Assistant / Warehouse Assistant)

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PROFILE INFO

Hardworking and reliable professional with strong experience in data entry, inventory control, stock management, and ERP operations. Skilled in managing production data, issuing and receiving materials, preparing wages, and maintaining accurate records. Able to work under pressure, follow instructions, and support daily warehouse and production activities.

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

CERTIFICATE

Inventory Management

04 Days Certificate From PIM

Supervisors

05 Days Certificate From PIM

LANGUAGES

- English (Fluent)
- French (Fluent)
- German (Basics)
- Spanish (Intermediate)



EDUCATION

2006	Intermediate in Commerce Board of Intermediate Education Karachi
1995	Matriculation Board of Secondary Education Karachi



EXPERIENCE

2024	Noor Leather Garment
NOW	Data Entry Operator <ul style="list-style-type: none">• Managed daily gate passes for material in/out.• Entered production data for all machines and departments.• Prepared workers' wages and piece-rate on ERP.• Handled material issue & receiving through ERP.• Maintained production reports and coordinated with supervisors.• Ensured data accuracy in the ERP system and reported any discrepancies.
2024	Stock Incharge
2022	A.S Leather <ul style="list-style-type: none">• Issued raw materials as per job orders.• Received and updated incoming stock.• Conducted internal stock audits every 2 months to verify accuracy.• Maintained proper stock levels, tagging, and storage arrangement• Coordinated with purchase and production teams.
2022	Store Keeper
2016	Mima Apparel <ul style="list-style-type: none">• Issued and received raw materials in the stock system.• Managed stocking, record updates, and daily ERP reporting.• Assisted in annual internal and external audits.• Performed basic admin tasks including documentation and coordination.• Supported purchasing of general items and stationery when required