

SHEHERYAR AHMED

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Address: Orangi Town, Karachi Pakistan

OBJECTIVE

To be an integral part of a professional team with hard working, dedication and discipline, and to achieve all the assigned objectives as well as personal growth within the defined ethical and legal boundaries.

EXPERIENCE & PROFESSIONAL TRAININGS

- **Officer Store**

Pearl Confectionery (pvt) Ltd.

05-21 to Present

RESPONSIBILITIES:

- Making comparative statements before Purchase Orders.
- Making Purchase Orders and send to vendor after approval.
- Keeping all Documents in Files in well manners which are related to Store & Purchase.
- Maintaining inventory through Minimum and Maximum levels.
- Receives and inspects all incoming materials and reconciles with purchase orders.
- Making GRN (Good Receive Note) & MIN (Material Issue Note).
- Receiving and store documents (maintaining record of approved documents).
- Maintaining the records area and stores area in a neat and orderly manner.
- Issue stock items.
- Clear discrepancies in purchasing requisition.
- Receiving machinery and issue through fixed assets forms.
- Maintaining consumption records project and job order wise.
- Weekly getting departments signatures on its issuance and sending to audit departments.
- Ensure safe keeping both as to quality and quantity of materials.
- Ensure that received item matches with the purchase order.
- Ensure the implementation of the Store policy, procedure and work instruction.
- Update all data required for the store regarding capacity, storage condition and expiration dates.
- Arranging materials as per site requirement.
- Other duties as assigned.

- **Warehouse Supervisor**

Balochistan Glass (Pvt.) Ltd.

06-2019 to 10-2020

- Supervising warehouse staff and daily activities.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Checking orders, bills, items received, inventory, and deliveries for accuracy.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Communicating and coordinating with other departments and customers.
- Organize and maintain inventory and storage area.
- Ensure shipments' and inventory transactions' accuracy.

EDUCATION:

- **DAE Information Technology. (2020)**
Piston College Site Karachi.
- **Matriculation. (2017)**
Karachi Board.

SKILLS:

- SAP (Business One) ERP.
- Inventory Management.
- Stock Control.
- Data Entry.
- Shipping & Receiving.
- Warehouse Management.
- Typing 25 to 30 WPM.
- MS Office **Beginner Level**
- Communication.
- Knowledge of safety regulations.
- Emailing.

PERSONAL INFO:

Father's Name	:	Babu Bakhtiar Ahmed
C.N.I.C	:	42401-1958032-7
Religion	:	Islam
Nationality	:	Pakistani
Marital Status	:	Un-Married

REFERENCE:

- *Reference will be furnished on demand.*