



Muhammad Aqib Saleem

Storekeeper

+92.337.4685360

menlomart55@gmail.com

Khanpur, Pakistan

Summary

Name,
Muhammad Aqib Saleem.

Professional Summary

Motivated and skilled professional with experience in AutoCAD 2D drafting, cashiering, data entry operations, and storekeeping. Adept at handling technical drawings, inventory management, and financial transactions. Proven ability to work efficiently in team environments and under pressure. Possesses a strong work ethic, attention to detail, and excellent organizational skills. Looking to leverage my diverse experience to contribute to a dynamic organization.

Skills

Accounts Administration | Accounts Management Skills | Accounts Payments Handling | Advertising | Architecture Modeling | Attention To Details | AutoCad | Bookkeeping | Brand Advertising | Cashiers | Civil Supervision Skills | Client Relationship Management | Commercial Real Estate Knowledge | Communication Skills | Coordination Skills | Customer Service Management | Data Entry Operator | Data Management | Delivery Riding | End to End Sales | Financial Analysis | Financial Statement Analysis | Fluent in English | Google Ads Planning | Google Maps Knowledge | Inventory Control | Land Layout | motor | Motor Drives | motorcycle | MS Excel | Ms Office Suite (Excel, Word) | MS Word | Planning Skills | POS operation | Problem Solving | site supervisor | Social Advertising | Stock Management | Storekeeper | Team Player | Telemarketing Skills | Traffic Signal Knowledge | Traffic Signs Knowledge | Typing Speed | Whatsapp API

Experience

Dec 2023 - Present ○ **Storekeeper**
MR ASSOCIATES AND CONSTRUCTION COMPANY, Khanpur, Pakistan
Key Responsibilities

- Oversaw inventory management and ensured timely stock replenishment.
- Maintained detailed records of goods received and dispatched.
- Coordinated with suppliers and managed deliveries.
- Conducted routine stock audits to minimize discrepancies.

May 2019 - Present ○ **AutoCad 2D Draftsman**
MR ASSOCIATES AND CONSTRUCTION COMPANY, Khanpur, Pakistan
Key Responsibilities.

- Created and modified 2D technical drawings for construction projects.
- Managed layers, annotations, and dimensioning to ensure accuracy.
- Collaborated with engineers to implement design changes.
- Prepared blueprints and plotted drawings for client review.

Jun 2022 - Dec 2023

○ **Cashier/Data Entry Operator**

AB TRADER'S BEAUTY & COSMETICS COMPANY, Khanpur, Pakistan

Key Responsibilities,

- Handled cash transactions and maintained accurate daily records.
- Operated the POS system for customer billing and payments.
- Entered sales data into company systems with speed and precision.
- Provided excellent customer service and resolved queries efficiently.

Education

- 2024 ○ **Allama Iqbal Open University (AIU)**
Intermediate/A-Level , F.A (General Group)
E-commerce
Percentage: 65%
- 2020 ○ **The Skills Academy Khanpur**
Short Course , Ms Office
Office Management
Incomplete
- 2019 ○ **The Lead's Group Of College Khanpur**
Short Course , Autocad 2d
Drawings
Incomplete
- 2018 ○ **Govt. Model Higher & Secondary School Khanpur.**
Matriculation/O-Level , matric
Biology
Grade: C

Languages

English
Beginner

Punjabi
Expert

Saraiki
Intermediate

Urdu
Expert