MUZAMMAL MURAD

Store Incharge

+92 306 4390071

chandkhokhar00@gmail.com

Mohalla Qadria Colony, Huddoke, Muridke, District Sheikhupura

Education

FA (Commerce)
Government Institute of Commerce, Shahdara, Lahore

Matric (Science)
BOARD OF INTERMEDIATE & SECONDARY EDUCATION, LAHORE

Skills

- Inventory Management
- Stock Reconciliation
- Procurement Coordination
- Team Supervision
- Record Keeping
- Vendor Management
- Material Handling
- FIFO & LIFO Practices
- Store Organization
- ERP Software Proficiency

Language

- English
- Urdu

About me

Highly organized and dependable Store Incharge seeking to leverage experience in inventory control, procurement, and team supervision to ensure smooth and efficient store operations. Committed to maintaining accurate stock records, minimizing losses, and supporting overall business goals through effective store management.

Experience

Store Incharge   2015 – Present
Taj Food Private Limited, Muridke, District Sheikhupura

- Maintain and manage inventory levels to ensure the availability of materials and supplies.
- Receive, inspect, and verify the quantity and quality of incoming stock against invoices or purchase orders.
- Organize and store items in designated locations for easy retrieval and space optimization.
- Keep accurate records of stock movement, including receipts, issues, returns, and transfers.
- Coordinate with procurement and production departments to forecast and fulfill material requirements.
- Implement and monitor inventory control systems to minimize losses, damage, or theft.
- Conduct regular physical stock audits and reconcile with system records to ensure accuracy.
- Supervise store staff and assign tasks to ensure smooth daily operations.
- Ensure compliance with safety, cleanliness, and organizational procedures in the store area.
- Prepare and submit reports related to stock status, consumption, and reorder levels to management.

Reference

Will be provided on demand.