

ABDUL REHMAN

House # 985-B, ST # 3, M.Pura Opp. General Hospital, Lahore.

Contact # 0322-9896062|

Objective:

To use my skills and potential to assist an organization in achieving its goals which seeking long term career with optimum growth.

Key Skills

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| <ul style="list-style-type: none">• Good Issue• BOM• OGP, IGP, GRN, Invoices• Fast Typing Speed• Billing• Accurate cash handling• Customer Services• POS systems• Stocktaking• Written and oral communication skills | <ul style="list-style-type: none">• Good Receipt• Production• Return• Printing and scanning• High Level of Concentration• Logo Development• Team-oriented• Multi-tasking ability• Flexible schedule• Organizational abilities |
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Experience

SAP Coordinator

Shabbir Textile Mills Pvt Ltd

July 2019 to Present

Job Responsibilities:

- Coordinate with Inventory team.
- Post the Production order in SAP
- Generate Bill of Material (BOM) in SAP
- Post Delivery order in SAP
- Receiving the stock return from parties and manage it as the return purpose.
- Manage all documentation like OGP, IGP, GRN Dispatch invoices etc.
- Manage and maintain the stock inventory.
- Data Entry of dispatch and return from costumers.

Data Entry Operator

Zee Printing & Communication

August 2017 to July 2019

Job Responsibilities:

- Preparing and sorting documents for data entry.
- Research and obtain further information for incomplete document.
- Scan documents and print files, when needed.
- Keep information confidential.
- Creates back up files for all data.
- Composing the English and Urdu & Arabic letters.
- Developing the Logos and Business cards.
- Making presentations in PowerPoint.
- Excellent knowledge of CorelDraw.
- Organization files and collecting data to be entered into the computer.

Asst. Store Manager

Walkeaze Shoes, Lahore-Pakistan

July 2016 to August 2017

Job Responsibilities:

- Running the store through effective management and development of staff ensuring store operations were carried out at all times.
- Ensured high standards of customer service.
- Ensured high standards of housekeeping throughout the store.
- Took responsibly of company bank deposits as required by the management.
- Ensured procedures relating to stock were followed at all times.
- Received, checked and shelved all merchandise products.
- Completed daily registering and store open/close functions.
- Responsible for effective management of inventory and company operating systems.
- Responsible for staff induction training.
- Ensured company security procedures were followed at all times.

Cashier

July 2015 to July 2016

Walkeaze Shoes, Lahore Pakistan.

Job Responsibilities:

- Scan and verify prices on products.
- Receive payment from customers by cash and credit cards.
- Issue receipts, refunds, credits, or change outstanding to customer.
- Bag, box or wrap merchandise in accordance to customers' instructions.
- Balance cash registers at the end of the day.
- Manage product returns and exchanges.
- Listen to customers' grievances and offer to resolve their problems
- Generate cash and transaction report

Retail Sales Software:

- Expert in using the SAP Software (ERP)
- Expert in using the sale software RMS (Retail Management solution).
- Expert in using the sales software BE (Business Expert).

Computer Diploma:

Ms Office

- Institute Edge System International College)
- Year 2012

Computer Skills:

- Ms Word
- Ms Excel
- Ms PowerPoint
- INPAGE
- CorelDraw

Education:

- B.A University Of Punjab
- ICS B.I.S.E Lahore
- Matriculation B.I.S.E Lahore

Personal Profile:

- Father's Name M. Rafique
- Date of Birth 06th August 1993
- Religion Islam
- Marital Status Single
- Nationality Pakistani
- C.N.I.C # 35201-9597574-9

Reference:

- Reference will be furnished on demand.