

ABDUL WAHID MUHAMMAD ASHRAF

STORE OFFICER & INVENTORY CONTROLLER

Cell / Whatsapp : 0325 5176760, Email: abdulwahid.ashraf76@gmail.com

Career Objectives:

I would like to serve in a professionally managed company, in a competitive, challenging and rewarding environment, where I can enhance my skills, experience and strength for achieving the required targets and goals.

Skills:

Dynamic and result driven professional with 16 years of experience in warehousing , focusing on logistics operations , store management and managing all inventory in specific store locations for issuing receiving , shipping and auditing and production purposes also. Ability to implement effective ways to minimize input for maximum output and always eager to accomplish tasks before deadline and also have effective and excellent communication skills with management and customers to run the business.

Experience:

ALFANAR ELECTRICAL COMPANY (Dec. 2005 to June 2021)

Store Officer & Inventory Controller & Land Logistics

Duties and Responsibilities:

- Keep stock up to date in SAP with their specific storage locations for issuance of bills
- Operating & maintaining main store and branches in SAP to ensure the accuracy.
- Maintain daily, weekly and monthly reports in SAP
- Make GI & GR in system daily and inform management and sales also.
- Make return orders in SAP and follow for their approval from management.
- Raising PR and quotations for maintenance of store assets.
- Handling and checking forklift operations and other machinery.
- Identify the hazardous material & keep in designated and safe place.
- Monthly closing Accounts Receivable tasks since 2005 to 2012 also arranging and maintain petty cash expenses of store
- Effective communication and coordination with other departments as sales, retails, marketing, special customers and accounts and audit.

Logistical Operations:

- Retrieving POD from all transporters & providing to sales for delivery of material.
- Coordination with shipping agents to ship the material to branches stores.

Educational Qualification :

B.COM 1997 - 1999 (Govt. College of Commerce Rawalpindi)

MA Islamic Studies 2003 – 2005 (Allama Iqbal Open University Islamabad)

Communication Skills:

Languages	Speaking	Listening	Reading	Writing
ENGLISH	V. Good	V. Good	V. Good	V. Good
ARABIC	V. Good	V. Good	V. Good	V. Good
URDU	V. Good	V. Good	V. Good	V. Good
PUNJABI	V. Good	V. Good	V. Good	V. Good

PERSONAL INFORMATION:

Father Name : Muhammad Ashraf

Date of Birth : March 14, 1976

Religion / Nationality: Islam / Pakistani

Marital Status: Married