



# Muhammad Arshad



## Summary

- Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals. Diligent Storekeeper with highly developed skills in inventory management, customer service and stockroom layouts..



## Work History

2021.04  
Present

### Store Keeper

Dean's Industries Hayatabad Industrial Estate  
Peshawar

- Used [Software] to check and count all product inventories.
- Processed and documented all product sales with [Software] and [Software] to maintain up-to-date stock records.
- Received product shipments and organized in stockroom storage area.
- Ordered goods from various vendors to maintain store merchandise levels.
- Arranged products on shelves and in cabinets to maximize space utilization by [Number] %.
- Documented shipping and receiving records to confirm receipt of orders.
- Used [Software] to prepare purchase requisitions for replacement of stock.

2013-01  
2021-03

### Store Officer

MKB Enterprises Hayatabad Industrial Estate  
Peshawar

- Operated cash register to record transactions accurately and efficiently.
- Conducted inventory counts by adding each item in stock and documenting in computer system.
- Performed inventory control, such as counting, and stocking merchandise.
- Making GRN
- Entry SRN

2012-02 -  
2012-12

### WareHouse Incharge

MKB Pharmaceuticals Company Hayatabad  
Industrial Estate Peshawar, Peshawar



## Personal Info

### Email

arshadkhalil5@gmail.com

### Phone

03459188830

### Address

Village Palosi Atozai P/O  
University Of Peshawar

### Birth Date

1987-10-24

### Marital Status

Married

### Citizenship

17301-6989206-7



## Skills

Ms word



Ms Excel



Internet



Inpage



Windows



## Languages

English



Urdu



Pashto



## Hobby

Playing Crickets

Reading Books

Travelling

- Loaded, unloaded, and moved material to and from storage and production areas.
- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Completed cycle counts and monthly inventory.
- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Successfully navigated large shipments of materials through tight spaces and busy facilities

2011-10 - ● **Teacher**

2011-12

Shams Model School Warsak Road Darmangi,  
Peshawar

- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Advised and counseled students to help them develop skills and knowledge required to succeed.
- Implemented creative ways to foster curiosity for complex principles through hands-on learning and planned activities.
- Taught English, Maths & Science

2011-01 - **Teacher**

2011-09

The Islamia Model School Achini Bala  
Peshawar,

- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Completed student progress reports mid-term to notify students and parents of strengths and areas of improvement.
- Worked with staff members and teachers to design comprehensive and individualized plans to optimize student education.
- Taught English, Maths & Science



2008-09 - ● **Teacher**

2010-12

Iqra Maarif-ul-Quran English Medium School  
Nasir Bagh Road , Peshawar

- Created and developed lesson plans to meet students' academic needs.
- Worked with staff members and teachers to design comprehensive and individualized plans to optimize student education.
- Prepared quizzes, tests and examinations to gauge how well students were learning.
- Taught English, Maths & Science

2003-03 - **Education**

2004-05

Islamia Collegiate School, Peshawar  
SSC, Science

2004-05 -

PEF College, Peshawar

2006-07

HSSC, science