



MUHAMMAD ZULFIQAR

PERSONAL DETAIL

Father Name : Muhammad Iqbal
CNIC : 14301-0633498-7
Passport No : BQ5784981
Date of Birth : 02, Dec 1984
Marital Status : Married
Religion : ISLAM
Nationality : Pakistan

CONTACT

Address: Mohallah Gulcolony near
masjid Taqwa pindi road togh Bala
kohat. KPK Pakistan

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EDUCATION

- ❖ Bachelor in Library & Information science (AIOU Islamabad)
- ❖ 01 Year Diploma in Information Technology (DIT) PAC
- ❖ 03 Months Certification in Intercom -1

SKILLS

- ❖ Leadership and team management
- ❖ Document Management
- ❖ File Organization
- ❖ Records Management
- ❖ Administrative Support
- ❖ Process Improvement
- ❖ Data Entry

LANGUAGES

English

Urdu

HOBBIES

- ❖ Reading Books
- ❖ Newspaper

OBJECTIVE

Seeking to become a part of multifaceted organization where I can fully utilize my personal skills, qualification and professional experience in excellent and outstanding manners.

PROFESSIONAL EXPERIENCE

Deltex Courier Service, Jun-2000 - sep-2010 (10 Years Three Months)

➤ Operation Manager

Job Duties: Front desk officer, Monthly Bills preparing, Preparing Sales Ledger, Bank Statement, Delivery Book / Indoor & outdoor letters, parcels checking.

Kohat Cement Company Limited Kohat Nov-2011 to Dec 2019

➤ Junior officer in Sale & Marketing (Packing plant dispatch)

(Nov-2011 to June 2015)

Job Duties: Monitoring, Evaluation and report writing

Manpower/ Logistics/Store Management

Packing & dispatch Management

➤ Junior officer in Human Resource (Time office)

(June-2015 to Dec-2019)

Job Duties: Good command on HR policy

Entitle leave for every financial year

Using American standard attendance software

(SoloTech © 2015 | Time, Attendance and Security Solutions/Oracle-2018)

Maintaining files & Documents scanning/ Printing

Arrange Interview Newly Employee

Update Record Visitors / Security Clearance

Operate CCTV

Mudassir Battery Center Kohat as Manager - Jan 2021 to Feb 2022

Job Duties: Admin/Store Management

Claim Battery Checking & Cards record Maintain

All Customer Preparing Bills & Sales Ledgers

IBL operation (Pharma) as Ware house incharge / Assistant Manager jan 2022 till Aug 2023

Job Duties :Daily Physicals & Record keeping

FIFO method & 100% Batch wise inventory accuracy

S&D Daily closing & proper Record keeping also uploaded S&D on time

Teamwork & Time Management

Regular in posting petty cash expense in system on daily basis

System knowledge & Data posting

Temperature monitoring sheet at warehouse being maintained regularly

on time.

Moazam Traders as Searle Distribution Manager (Sep 2023 to till now)

Job Duties: Warehouse & Inventory Management ,

Key Account managing Primarily control all the stock movement and storage of materials in the warehouse & process the associated transactions in an Devo-Tech.(Software)

Preparing, executing warehouse activities & logistics plan with compliance of Sales Team to ensure timely delivery against booked orders.

Developing, implementing & overseeing policies related to complete distribution network including budget, standards of health and safety, hygiene, and security within the working facility.

Ensuring 100% IRA (Inventory Record Accuracy) through physical count.

Managing resources & staff developing & attaining sales goal.

Delivering customer services and growing the distribution revenue.

