

# MUHAMMAD UMAIR SADIQ

## Personal Information:

**FATHER NAME** : MUHAMMAD SADIQ

**CNIC** : 17301-1755116-5

**MOBILE** : +92346-9146167, +92335-9427441,

**OFFICE** : +9233-9298559

**GENDER** : MALE

**RELIGION** : Islam

**ADDRESS** : GULSHAN COLONY BLOCK B GT ROAD HAJI CAMP PESHAWAR PAKISTAN

**NATIONALITY** : PAKISTAN

**Date of Birth** : 17 DEC 1992.

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## Career Objectives:

Qualification:	Institutions:	Marks:	Year:	DURA
Automobile (DIESEL PETROL) CERTIFICATE	Government technical & vocational center	200/180	2011	02 Y
CERTIFICATE HONDA TRAINING COURSE	Government technical & vocational center	NIL	2011	03 D
B.A	University of Peshawar	228	2013	02YE
F.A	Board Of Intermediate And Secondary Education Peshawar	599	2011	02YE
SSC	Board Of Intermediate And Secondary Education Peshawar	608	2009	02YE

To succeed in an environment of growth and excellence and to earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

Served as	Institutions	Duration
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SALEMAN	JANS ARCADE PESHAWAR	2006 TO 2008
MECHANIC	TOYOTA FRONTIER MOTORS	2008 TO 2010
STORE KEEPER	SUZUKI SERVER MOTORS	2010 TO 2012
STORE KEEPER	DAEWOO EXPRESS BUS SERVICE	2012 TO 2019
EXECUTIVE SUPPLY CHAIN DEPT	BRT PESHAWAR	2020 TO TILL DATE

● **Computer Skills:**

1. Microsoft EXCEL,
2. Microsoft Word,
3. Internet surfing,

***Job responsibilities included:***

- **Parts ordering requests on a daily basis.** To ensure request orders of parts Daewoo Buses & Toyota hiace & corolla, Hino Truck Suzuki pickup in time availability of parts to ensure the smooth running of fleet operation Performed basic maintenance.
  - Parts Take Out & Move in: Handling Store Documentation of Workshop made by parts requests & parts take in and take in vouchers, parts take out and take out vouchers daily basis, monthly etc..
  - **Warehouse Inventory Management:** Conduct periodic inventory in workshops to maintain stock level Buses & Toyota, Hino of parts. That computer stock and physical stock will exactly match.
  - **Inspection & Arrangement of parts.** Inspect and arrange parts in the warehouse according to location, part no and make wise for instant access of parts in the warehouse.
  - **Parts Voucher.** Verify the repair sheets with manual & software generated take-out to remove their mistakes from take-out / move-out for balancing their stock level.
  - **Parts Registration Development.** Develop new part Request (Warehouse Inventory Management System) of buses, Toyota, Hino Truck to systemize parts requisition to main (sunder) workshop.
  - **Team work:** Remind the strength of cooperation in the workers to encourage and prepare them. Ensuring that all staff are working towards a similar objective and giving them proper direction in all areas of work. To motivate technical staff about parts consumption.
  - **Ethics and integrity:** Encourage a character of sprite and honesty into daily workings to ensure that all workers are treated with value and compulsory support to carry out their intention.
  - **Local Purchase & Repairing:** Local Purchasing & Local Repairing in Market. Sometime parts are purchased on a routine wise and urgent basis.
  - To work for a clean and friendly environment among the warehouse department.
- To fulfill requirements of operation departments and to cooperate workshop management

**Languages:**

1. Urdu
2. English

Knowledge of both written and spoken English: Strong leadership, creativity, Analytical and interpersonal cooperation skills.