



Mujeeb Ullah

Warehouse Manager

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Village Reshun, Chitral, Pakistan

Summary

To be a good citizen of organization, to maintain the reputation and good Will of organization.

Skills

Account Administration | Public Administration | Relations Planning | Strategic Human Resources Leadership

Experience

Apr 2022 - Present

Warehouse Manager

Arco Industries Pvt limited, Peshawar, Pakistan

- coordinate and monitor the receipt, order, assembly and dispatch of goods
- use space and mechanical handling equipment efficiently, making sure quality, budgetary targets and environmental objectives are met
- have a clear understanding of the company's policies and vision and how the warehouse contributes to these
- coordinate the use of automated and computerised systems where necessary
- respond to and deal with customer communication by email and telephone
- keep stock control systems up to date and make sure inventories are accurate
- plan future capacity requirements
- organise the recruitment and training of staff, as well as monitoring staff performance and progress.

Jan 2018 - Mar 2020

Assistant Finance Officer

Frontier Ceramics Limited Peshawar, Peshawar, Pakistan

- Collecting and recording financial information, and for making sure that account balances are up to date. Preparing invoices and receipts; checking and correcting the accounting computations.
- Entering Journal Voucher cash payments vouchers in Oracle base MIS.
- Collect and enter data for various financial spreadsheets.
- Processing employees expense claims.
- Facilitating purchases & perform routine calculations to produce analysis and reports as requested by the Manager Finance.

Sep 2016 - May 2017

Management Internee

Professional Development Center Chitral, Chitral, Pakistan

1. Completing all assigned tasks and assisting with day to day operations.
 - Participating in meetings, and workshops, and other learning opportunities.
 - Gaining knowledge of organization policies, protocol's and procedures.
 - Taking detailed notes and liaising with managers, supervisors, and other senior staff.
 - Fulfilling any requirements and meeting goals set out at the start of the traineeship.

Education

2015

Hazara University Dodhial
Master of Public Administration , MPA
Economics and Finance, Human Resource Management, Public Administration, Public Finance

2013

University of Malakand
Bachelors in Commerce
Accounting & Finance, Business Economics, Financial Accounting,

2010

GCMS Chitral Pakistan.
Intermediate/A-Level
Financial Accounting, , Principles Of Commerce, Auditing.

2007

Government High school Reshun Chitral
Matriculation/O-Level
English, Urdu, Biology, Chemistry, Physics.
Percentage: 62%

Languages

English Expert	Urdu Expert
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