

RESUME

➤ CAREER SUMMARY:

Have Overall 5+ years of work experience in Store, Warehouse, Accounts and Sales departments. Gained considerable amount of knowledge regarding supply chain management. Possess knowledge of International Commercial Terms, Economic Order Quantity (EOQ) and Inventory Control Methods.

➤ WORK EXPERIENCE:

CUSTOMER SUPPORT OFFICER

SOARING HIGH INC. ISLAMABAD

OCTOBER 03, 2018 – PRESENT

- To take price quote of various aircraft parts from approved vendors.
- Prepare & send quotes to clients against RFQ's/Tender Inquiries.
- To search prices of different aircraft parts, components, lubricants, tools & testers, hardware (nut, bolts, screws, rivets, cable ends etc.) on internet.
- Maintain and update list of suppliers.
- Ensure goods are properly pack and dispatched with DC & COC.
- Liaise with clients through letters and phone calls on their queries.
- Wrote letters to bank regarding Bank Guarantees (BG's)
- Maintain record of contracts and purchase orders.

OPERATIONS OFFICER

IBL OPERATIONS (PVT.) LTD. ISLAMABAD

NOVEMBER 02, 2016 – JULY 07, 2017 (8 MONTHS)

- Maintained inventory by conducting daily physical counts
- Kept record of various warehouse documents e.g. DC's, SRR's, SDR's, DSP's, Transport bilty etc.
- To contact logistics service providers for transportation of goods.
- Issue stock to suppliers according to van load summary (VLS)
- Ensured availability of vehicles to suppliers
- Prepared gate passes for outgoing stock
- Ensured that no theft or pilferage take place in warehouse
- Maintained Vehicle Log books.

ACCOUNTS INTERN

ZAS AGENCIES ISLAMABAD

FEBRUARY 10, 2016 – MARCH 21, 2016 (6 WEEKS)

- To prepare cash vouchers
- Posting of petty cash entries in QuickBooks
- Preparation of Invoices and sending it to clients for payment.
- Maintained cheques clearance report in excel.
- Visited banks for depositing cash

SERVICE DELIVERY INTERN

INNOVATIVE PRIVATE LIMITED ISLAMABAD.

MAY 19, 2014 – AUGUST 18, 2014 (3 MONTHS)

- Maintained inventory record of ATM Machines and APC (UPS) and their parts.
- To submit weekly / monthly stock report to seniors.
- To make arrangements for transportation of goods.
- Prepared Delivery Challans.
- GRN preparation of the import and local items
- Ensured safety to goods from breakage during storage and transit.

➤ PERSONAL INFORMATION:

Name: Shoaib Ahmed
Gender: Male
Date of birth: 07-11-1991 (31 years)
Marital Status: Single
Contact no: 0321-9941334
Email: shoaib_q@outlook.com
Nationality: Pakistani
Postal address: House no. B-III /758-29, Khurram Colony, Muslim Town, Rawalpindi



➤ EDUCATION:

Sep, 2012	B.Com (Bachelor Of Commerce) University of the Punjab, Lahore	61.40%
Jan, 2010	F.Sc. (Pre-Engineering) BISE, Rawalpindi	50.45%
Aug, 2007	Matric (Science) BISE, Rawalpindi	60.70%

➤ SKILLS & COMPETENCIES:

- Stock Management
- FIFO (First In, First Out)
- LIFO (Last In, First Out)
- WAC (Weighted Average Cost)
- Economic Order Quantity (EOQ)
- Sales order Processing
- Purchase order & Quotation drafting
- Goods received note (GRN)
- Delivery challans (DC)
- Gate pass
- Vehicle log books
- Vehicle Inspection Check list
- HS Codes
- PPRA Rules Knowledge
- Letter drafting
- Email writing skills
- QuickBooks
- MS Word
- MS Excel
- Record keeping skills
- International commercial terms 2010
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Bank Reconciliation
- Bank Guarantees (BG's)
- Typing Speed: 45 WPM

➤ LANGUAGES KNOW

- Urdu
- English
- Punjabi