

# RESUME

## ➤ CAREER SUMMARY:

Have Overall 5+ years of work experience in Store, Warehouse, Accounts and Sales departments.

## ➤ 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.
- Letter drafting.
- Maintain record of Contracts, Purchase Orders and RIR's.

### 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
- Ensured availability of vehicles for suppliers
- Prepared Gate passes for Outgoing Stock
- Maintained Vehicle Log books.
- To ensure that vehicles are properly maintained and serviced.

### 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.
- To perform miscellaneous tasks as assigned by the management

### 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)  
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%

## ➤ MY SKILLS:

- Knowledge International commercial terms 2010
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Letter drafting
- Emailing
- QuickBooks
- MS Word
- MS Excel
- Record keeping skills
- Excellent Interpersonal skills
- Ability to multitask and work under pressure
- Typing Speed: 45 WPM
- Stock Management
- FIFO (First In, First Out)
- LIFO (Last In, First Out)
- WAC (Weighted Average Cost)
- Economic Order Quantity (EOQ)
- Purchase order & Quotation drafting
- Goods received note (GRN)
- Delivery challans (DC)
- Gate pass
- Vehicle log books

## ➤ LANGUAGES KNOW

- Urdu
- English
- Punjabi