

# MUHAMMAD WAQAS



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## OBJECTIVE,

To secure a prospective career in a progressive organization using  
Analytical skill and commitment to perform quality work.

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## EXPERIENCE

July 2020 TO Till 2022 Dispatch Computer Operator Cum Officer  
Lucky Cement Limited Karachi Work on Contract Basis In dispatch Department  
My Responsibility is Manage to all Dispatch Work in my Under Observation .  
Detail Work In Dispatch Section.

- End user on Sap & Oracle system.
- Delivery Orders, Delivery Challan.
- Export & Local Daily Dispatch.
- Dispatch, Production or Q/c Reporting & loading plan.
- Silo positions of cement stock & warehouse material.
- Daily in out movement record of cement vehicles.
- Coordination with Marketing & Finance Department

### **“Other organization”**

- (2019 - 2020) Gold Finance Executive (Officer) in Branch Banking Department.M/s JS Commercial Bank Limited.
  - (2018 - 2019) Senior Executive (Bank Officer) in Business and Sales Department.M/s Telenor Micro Finance Bank limited.
  - (2009 – 2017) Technical Assistant Office in Electrical and Air-Conditioning Department.M/s Lucky Cement Limited Khi.
  - (2008 - 2009) Store Keeper in Mechanical Utility Department. M/s I.M.J Associates Industrial Aids Contractor Pvt Limited.
- Preparing Attendance sheet.
  - Coordination with Quality Control & Production Department.
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## EDUCATION

B.S.C	Bachelor of Science
2015	University Of Sindh Jamshoro.
H.S.S.C	Higher Secondary School Certificate.
2009	Board of Intermediate and Secondary Education Hyd.
S.S.C.	Secondary School Certificate.
2007	Board of Intermediate and Secondary Education Hyd.

## OTHER SKILLS & SPECIAL TRAINING CERTIFIED

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Six Month C.I.T Course Computer Information Certificate.  
Technical Training Centre Affiliated with Govt of Sindh

Excel Hero Training S.A.P Certificate Lucky Cement Plant

Assistant Accountant Certificate The Educator of Commerce Latifabad

Hyderabad Sindh

- Good Interpersonal and Communication Skills.
- Written Communication is Excellent.
- Excellent Analytical Skills.Oracle 10g Softwre or SAP Software.
- Ability to Work under pressure Circumstances.
- SAP Software.(System Application Product) Oracle Software.
- Proficient in MS Office. MS Word. MS Excel.
- Daily Despatch Summary.Software.

### My responsibilities as

- ▶ Coordinate and Monitoring weigh-bridge staff .
- ▶ Coordinate with logistics staff and Security Staff.
- ▶ Mainain digital and physical financial recordsu
- ▶ Supervise orders and arrange stocks of raw material & Equipment
- ▶ Create and update expense report
- ▶ Enter financial report into internal database
- ▶ Create and Print logistics Execution Delivery slip
- For Coal, Local Bag, Expert Bag, and Local Loose & Fly Ash Segments
- ▶ Distribute Cash among drivers for toll plaza & trip Expenditure
- ▶ Maintain all segments files separately
- ▶ Maintain daily washing schedule for vehicle

- ▶ Closing online Delivery slip for Coal, Local Bag, Expert Bag, And Local Loose & Fly Ash Segments.

### **Familiar with Various SAP EASSY ACCESS user Tools**

- ▶ Shipment information system
- ▶ Logistics Execution Delivery slip
- ▶ Daily Dispatch summery
- ▶ Dispatch Expense maintenance
- ▶ Trip Expense Report or Frieght Logistic
- ▶ Create Reservation for Fuel/Diesel
- ▶ Goods Reservation note
- ▶ Logistics Execution Destination Maintenance

## **PERSONAL**

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Father's Name	:	Muhammad Waseem
Date of Birth	:	25 <sup>th</sup> Dec 1985.
CNIC #	:	41304-0318928-7
Domicile	:	Hyderabad (Sindh)
Passport	:	Hyderabad
Merital Status	:	Married
Religon	:	Islam
Cell Numbers	:	0321-3006235 - 0331-3660448

**Waqaskhan3213006235@gmail.com**

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