Mr. IMRAN JAVED

Office : 0345-8593337 |Mobile: +92313-9648260

|Email :IMRANJAVEDI@YAHOO.COM

Mailing Address : Mohallah Thanidar, Chambapir Road,

Nothia Qadeem, Peshawar Cantt, Peshawar-KPK, Pakistan

# Professional Summary

The purpose of my life is to live an honest and progressive life by making achievements through hard work, to be rewarded justly and serve the people for their, stakes and economic betterment. My objective is to get a good job within a potential organization, I solidly believe in honesty, hard work confidence, creativity and trust as the principles towards achieving my goals in my life. I have cumulative **experience of more than 23 years** in management of store, administration and business operations. I am able to work well independently or as part of a team.

|  |
| --- |
| Work Experience workexperience Working as Deputy General Manager in AL-Mehreen Enterprises from June 2017 till date. My job responsibilities are;   * Managing overall projects of ALM enterprises. * Coordination with consultants * Coordination with authorities * Conflict management * Project evaluation based on financial and non-financial targets * Reporting to directors and chairman of the enterprise.   Worked as In-charge of store in Mohmand Construction Company Private Limited from July 2010. To June 2017. My job responsibilities were;   * Handling the all raw materials and lubricants receive from suppliers and kept in the store * Checking purchase order against supplier’s d.o and any other related documents (slip/list, invoice, bill of entry…), item wise specifications in both documents. * Update material (raw/finished) movement status in the system * Data entry of all related expense inputs for invoicing purpose. * Reporting to directors on documentations and maintain proper system.   Worked as Store Keeper and Plant Supervisor Put Sarajevo General ENG Co Pakistan from 26th January 2005 To 25th June 2010. My job responsibilities were;   * Inventory management & stock control * Daily report of opening & close balance * Material reconciliation * Material handling supervision * Communicate raw material & lubricants to project manager   Worked as Material Supervisor at Nowshera Chablat Carriageway Project N-5 China Eng Construction Corp Pakistan from June 2002 TO June 2004 My job responsibilities were;   * Receive back the finished products and organize for customer delivery*.* * Update material (raw/finished) movement status in the system |
|  |

# Education

* B.A Civics, Economics, Pak Studies University of Peshawar 2005
* Fa Education, Statistics, Economics, Peshawar 2003
* S.S.C Ghs (Risal Pur) Physics, Chemistry, Mathematics ,2000

# Computer Knowledge and Proff

* QuickBooks Accounting Software.
* MS Office Suit.
* Windows day to day operation

# Key Skills

* Leadership & supervision skills.
* Ability to practice discretion and professional ethics.
* Having the ability to seek out solution of problems with professional maturity & attitude.
* Having the ability to easily adjust in any sort of organization environment.
* Good verbal and written communication skills.

# Languages

֍ English ֍ Urdu ֍ Pashto ֍ Hindko

# Personal Details

|  |  |
| --- | --- |
| **Name** | **Imran Javed** |
| **Father Name** | **Javed Iqbal** |
| **Gender** | **Male** |
| **Religion** | **Islam** |
| **Date of Birth** | **March 26,1984** |
| **Passport Number/CNIC Number** | **17201-3631212-7** |
| **Nationality** | **Pakistani** |
| **Marital Status** | **Married** |

**Certification:**

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the job in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal.