

CURRICULUM VITAE

RAZAULLAH

Mobile # +92346-9015535

E- Mail ID: engineer.raza5@gmail.com

PERSONAL

Father's name: Muhammad Rooshan
N.i.c no.: 11101-9654616-1
Religion: Islam
Date of birth: 15/06/1991
Domicile: Bannu (KPK)
Nationality: Pakistan
Permanent address: mohalla bar chowk fatima khel kalan Bannu (KPK)

EXPERIENCE

1. Site Engineer Crown Enterprises (Juducail Complex In Bannu) 2009-to 2011

Now I am Working in "Crown Enterprises" the last 2 years in Bannu(KPK) Pakistan.
I have good experience in computer & site engineer E.T.C.
Margalla General Hospital Pirwadhai Rwp

Site Engineer	Engineer Crown Enterprises (Juducail Complex In Bannu)	2009-to 2011
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2. Pharmacy Officer 2012- to 2017

Margalla General Hospital Pirwadhai Rwp

Pharmacy Officer	Margalla General Hospital Pirwadhai Rwp	2012 TO 2017
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Duties and Responsibilities:

- Recording of received medicine stock in computer system
- Placing of medicine in proper racks
- Tracking of expiry of medicine on regular interval
- Issuance of medicine against prescription
- Placing order with supplier for medicine
- Monitoring stock of medicine according to defined limits
- Stock taking of medicine at regular intervals.

3. Procurement officer 2015- to 2017

Diverse Services International (DSI)

Procurement officer	Diverse Services International (DSI) Corporative Office Islamabad I-8/2	2012 TO 2017
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Duties and Responsibilities:

- Receiving store items from vendors
- Checking received items against bill of vendors
- Placing items in proper racks
- Receive demand from departments
- Assist store supervisor in identifying stock is sufficient for issuance
- Keep items out of racks for issuance
- Update BIN Card of after every receiving and issuing
- Assist store supervisor in recording stock in the computer system
- Stock taking of store items at regular intervals.

4. Distribution Manager In Inam Traders 2017- Till to Date

Distribution Manager	Inam Traders Bannu	2017 Till To Date
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Duties and Responsibilities:

- Stock Inventory received items against bill of vendors
- Stock Invoicing Against Customer Demand
- Weekly & Monthly Schedule Maked In Microsoft Excel
- Office Expense Sheet Maked In Microsoft Excel
- Office Accounting Handling & Etc.

EDUCATION

Examination	Board / University	Year
S.S.C	Bannu Board	2008
D.A.E	KURRAM POLY TECHNIC INSTITUTE(BISR PESHAWAR)	2011
D.I.T	NICS INSTITUTE (VIRTUAL UNIVERSITY CAMPUS RWP)	2015

LANGUAGES

LANGUAGE	SPEAKING ABILITY	WRITING ABILITY
English	Excellent	Excellent
Urdu	Excellent	Excellent
Pashto	Excellent	Excellent