

IRFAN ALI

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OBJECTIVE

To use the best of my analytical skills in a challenging work environment of reputable organization, for the fulfillment of corporate goals. I look forward to challenges and stay focused on the targets to meet tough deadlines.

PROFESSIONAL EXPERIENCE:

EPS PACKAGES PVT LTD

Dispatch officer



Mar 2023 to Continue...

JOB Description:

- Receive emergency and non-emergency calls and record significant information
- Address problems and requests by transmitting information or providing solutions
- Receive and dispatch orders for products or deliveries
- Prioritize calls according to urgency and importance
- Use radio, phone or computer to send crews, vehicles or other field units to appropriate locations
- Monitor the route and status of field units to coordinate and prioritize their schedule
- Provide field units with information about orders, traffic, obstacles and requirements
- Enter data in computer system and maintain logs and records of calls, activities and other information

KHWAJA TANNERIES PVT LTD (MULTAN)

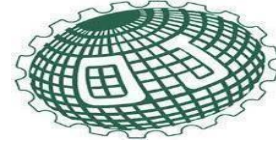


Store Incharge

Aug- 2022 to Feb-2023

JOB Description:

- Record all the data related to finish good parts in software.
- Receive and store all relevant data in hard form, including delivery challan purchase orders schedule etc.
- Prepare daily sale report in excel and reconcile, with the Excel Sale with software.
- Supervise and coordinate with the loader to make. Sure that all The supplies must be delivered, according to the vendor provided schedule.
- Manage the finish good parts and supervise the, loader in stacking process of finish goods at their. Designated please. Follow company policies and procedures.
- Follow company policies and procedures.
- Other duties or responsibilities assigned by HOD.



OMER JIBRAN ENGINEERING INDUSTRIES LTD

Store Keeper

Jan-2016 to July-2022

JOB Description:

- Stock receiving and issuance
- Inventory physical count and Audit
- Issuance of GRN to suppliers
- Issuance of demand to Procurement depart
- Responsible to ensure employees compliance
- Follow company policies and procedures.
- Other duties or responsibilities assigned by HOD

QUALIFICATIONS:

MATRIC Board of Intermediate & Secondary Education, Lahore

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COMPUTER SKILLS:

I have considerable knowledge of using:

- **ERP-Microsoft Dynamics 2016 ORACAL-Microsoft (Warehouse and Distribution Management System)**
- **Word, Excel, and Internet**
- **Excel inventory management system**
- **Sap Business-One (Specialist)**

LANGUAGES:

English, Urdu and Punjabi

SKILLS:

- Interpersonal Skills
- Customer Services.
- Motivational Skills.
- Stress Management

PROFESSIONAL ATRIBUTES:

- Hard worker
- Devotion to assigned Task
- Team work
- Time Management

PERSONAL DATA:

Father's Name	:	Muhammad Rafique
Permanent Address	:	Muzmmail bazaars Pattoki
CNIC	:	35103-6593458-5
Date of Birth	:	16-07-1996
Nationality	:	Pakistani
Marital Status	:	Married
Domicile	:	Punjab