

CURRICULUM VITAE

FAYYAZ ABBASI

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CAREER OBJECTIVE

To seek a challenging assignment and responsibility with an opportunity for growth and career advancement in a business-oriented environment.

EDUCATIONAL QUALIFICATIONS

Academic:

- Matriculation (SSC) : BISE Abbottabad
- Intermediate : BISE Abbottabad
- BA : BISE Abbottabad

Computer Skills: Completed MS Office Course.

WORK EXPERIENCE – AL MARAI

Senior Stock Controller (September 2020 tot till date)

Stock Controller (APRIL 2018 August 2020)

Stock Controller Clerk (July TO MAR 2018)

Job Profile:

- Performed duties in the role of Stock controller in multiple operations – **Dairy, Bakery, Cheese/Foods, Poultry.**
- Monitoring of cold store temperatures and Cold Chain Management.
- Verifying, loading and unloading of average volume 9000 baskets & 400 cases of Dairy & Bakery products.
- Arrangement of stocks in FEFO and making efficient use of storage space in adherence with Product Handling Quality Standards of the company.
- Monitoring and maintaining **reefer turnarounds.**
- **Reconciliation of sales van carry-over stock and returns** with accuracy and in compliance with date code policies.
- Segregation and **disposal of wastages** according to the specification.
- Working with inventory system **SAP/R3P, SARAS** for stock receipts, preparing pick-lists for issues to routes and generating reports like day-end physical closing stock and stock movements.

- Responsible for **tracking receipts and issuances of containers with factory in SAP system** and **monitoring route issuances in SARAS system** for all 03 NE depots.

- Responsible for monitoring work hours of subordinate staffs and reporting to management.
- Maintaining van cleanliness by washing vans according to the procedure and quality standards.
- Performing Monthly self-inspections pertaining to Quality systems and HSS.
- Completing **monthly trainings** for subordinate staffs.
- Records keeping of Occupational Health Cards for all staffs in NE depots.
- Records keeping on Environmental Management System.
- Responsible for stock accuracy and communicating with accounts department.
- Responsible for inter-depot transfer of products.
- **Monitoring ageing level of stocks** and issuing nearing stocks to routes.
- Dealing with quality returns and recall products.
- Responsible for maintaining **depot-hygiene and safety standards** in the depot.
- Maintaining accurate **documentation of files and forms such as SQA, PCF, RDNCN, Depot loss, PM and AM reports.**
- Records keeping on all kinds of inventory related reports/documents and their approvals.
- Managing **skip disposals and payments.**
- Reporting to Logistic Supervisor.

PREVIOUS EXPERIENCE:

- **Worked as Storekeeper in Azfar Agencies Rawalpindi (Pakistan) for 1 year.**
- **Worked as Storekeeper in H.S marketing Service, Rawalpindi (Pakistan) 1 ½ years.**
- **Worked as Store keeper in Kashif Service.**

PERSONAL DETAILS

- Date of Birth : 01.01.1989
- Place of Birth : Abbottabad, Pakistan
- Nationality : Pakistani
- Marital Status : Married
- Gender : Male
- UAE driving Licence : 4139899 LV

Permanent Address : House#84/85, National Market, Rawalpindi
Contact: +92 3105446128

LANGUAGES KNOWN

- English - Good
- Urdu - Very Good
- Hindi - Speak only
- Arabic - Read Only

EXTRA-CURRICULAR ACTIVITIES

- I was a Prefect of the school and also represented the school in Cricket team.

Undertaking:

I'm hereby Certify that the details furnished above are true & correct to the best of my knowledge.

Date:

Place:

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