

Muhammad Anwar (B. Com, MBS (Master in Business Studies) Professional Résumé						
Date of Birth:	24	-	May	-	1989	Age: 32 Years
Current Address:	ON VISIT VISA ABU DHABI United Arab Emirates					
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Objective: To seek new challenges and excel in a real time, dynamic, challenging and result oriented environment with an inherent passion to strive for the best.

Professional Career Summary:

Work Experience : **Duration** **Organization & Designation**
May-2017 to Oct 2021 **Dawlance Group of Companies as Assistant Manager Warehouse.**

Dec-2013 to May 2017 Auriga group of companies as **Officer store/Inventory(Group).**

Apr-2011 to Dec 2013 Bravo Crop Sciences as **Assistant officer store**

Professional Experience

Organization: Dawlance Group of Companies Subsidiary of (Arcelik A.S) Turkish base company
 Location : 25.5 k.m Main Multan Road Maraka stop Near Al-Noor Hospital (Lahore)
 Organization Type: Home Appliances
 Designation: Assistant Manager Warehouse
 Tenure: May-2017 -To – Oct 2021

Brief Job Description:

- ✓ Receive the stock from factory & offload the trailer timely without detention.
- ✓ Prepare the transporter bill after verifying the built.
- ✓ Dispatch stock in market to respective dealers timely.
- ✓ Maintain and setting the stock on daily basis.

- ✓ Prepare and check the labor daily wages bill with accuracy.
- ✓ Lesioning with sale team to ensure the delivery in market.
- ✓ Maintain the dealer return record due to any damage, issues and provide his stock according to dealer requirement.
- ✓ Maintain the record of gate passes on daily basis.
- ✓ Prepare stock position of daily, weekly, & monthly and report to immediate manager.
- ✓ Supervise loading and offloading procedure on daily basis.
- ✓ Report to Supply chain head on daily basis about warehouse activities.
- ✓ Working on (SAP) to generate the all reports of system.
- ✓ Manage and conduct fire fighting training to team in warehouse weekly & check time to time filling level of fire extinguishers.
- ✓ Use LIFO & FIFO method according to company policy.
- ✓ Working to minimize the warehouse expenses like electricity bills, Entertainment expense, Maintenance expense etc.
- ✓ Strong Follow up of aging while dispatching stock.
- ✓ Maintain factory in-transit, advance gate passes & damage stock.
- ✓ Working on barcode-system to check the delivery with serial# of all products.

Organization : Auriga Group of Companies
 Location : 33 km Multan Road, Lahore.
 Organization Type : Pesticide (Agriculture/Manufacturing).
 Designation : Officer store/Inventory (**Gro up**).
 Tenure : Dec-2013 to May 2017
 Brief Job Description:

- ✓ Prepare the documents of inward & outward gate pass.
- ✓ Posting of product S.T.N, G.R.N sale and purchase return and analysis of shortage, excess (finish goods. Rawmaterial & packing material).
- ✓ Supervise the offloading process, the subsequent of merchandise, material etc.
- ✓ Verify the documents after receiving the p.o.
- ✓ Prepare contractor bills (loading, unloading).
- ✓ Reconciliation of physical stock with the stock in the system (E.R.P).
- ✓ Prepare comprehensive stock reports (factory, regions, in transit (group)).
- ✓ Responsible of stocks, supplies and inventories.
- ✓ Warehouse & Stores Managing
- ✓ Reporting to supply chain and store manager (both)

Professional Experience

Organization : Bravo Crop Sciences (pvt) ltd.
 Location : 64 km Multan road Lahore.
 Organization Type : Manufacturing (Fertilizer/pesticide)
 Designation : Assistant officer store

Tenure : Apr-2011 to Dec-2013

Brief Job

Description:

- ✓ Issue and receive the material with requisition.
- ✓ Make space, stacking of products properly.
- ✓ Check the volume of physically product on daily basis.
- ✓ Follow the system generated documents that issue from any other departments.
- ✓ Maintain the stock register on daily basis.
- ✓ Receiving the damage, leakage and unpacked product after decandeng the finish goods handover to plant supervisor with sample requisition.
- ✓ During loading and unloading check the delivery challan/invoices properly.
- ✓ Maintain the record of products that daily out and in from store.
- ✓ Keep record of all documents about products.
- ✓ Reporting to store manager.

Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	MBS (MASTER'S IN BUSINESS STUDIES)	Virtual university of Pakistan.	Commerce	2017
2	BACHELOR'S IN COMMERCE	University of the Punjab	Commerce	2010
3	F.A	Board of Intermediate & Secondary Education Gujranwala.	Faculty of arts	2008
4	MATRICULATION	Board of Intermediate & Secondary Education Gujranwala.	Science	2005

Co-curricular / Leisure Activities

Sr.	Description of Activities
1	Reading Books
2	Playing Cricket
3	Attending the organization training program.

Professional and Computer Skills

Sr.	Skills & Abilities
1	Microsoft Office 2003 & 2007
2	E.R.P (Accounting Software)
3	Quick book
4	Oracle (accounting software)
5.	(SAP)

Personal Information

Father's Name : Manzoor Hussain
 Marital Status : Married
 CNIC No. : 34602-7016967-5
 Domicile : Sialkot (Punjab)
 Religion : Islam
 Permanent Address : Village Saukin wind Tehsil Pasrur District Sialkot.

Language Competency

English / Urdu / Punjabi

References

References will be furnished on demand.