

## **LIAQAT ALI MALIK**

Tehsil Raiwind City & Distt Lahore Post Office Raiwind  
Village Dhounday  
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### **OBJECTIVE**

#### **Personal**

To work and be a part of a dynamic and prestigious organization to develop and enhance my professional skills and expertise by using advanced technologies for organizational and professional excellence and 18 years of experience in warehouse management.

Father's Name: -	Arif Ali
D.O.B :-	1 <sup>st</sup> July 1977
Domicile:-	Lahore (Punjab)
Nationality:-	Pakistani
Marital Status:-	Married
Religion:-	Islam

#### **ACADEMICS & Experience**

##### **MBA**

From Minhaj-ul-Quran International University  
365 M Model Town Lahore  
With specialization in Marketing & got 80% marks in each subject  
In the year 2001

##### **B.COM**

From Punjab College of Commerce  
City Campus Riwaz Garden Lahore  
In 2<sup>nd</sup> Davison in the year 1998

##### **F.A**

From Govt. Degree College Raiwind  
Board of Intermediate & Secondary Education Lahore  
In the year 1996

### **1263 MW Punjab Thermal Power Plant Haveli Bahadur Shah HBS-II Jhang (Harbin Electric International (O&M))**

As an Assistant Manager of Warehouse from 15<sup>th</sup> Sep.2022 to present.  
My responsibilities are as below.

- Coordinating and managing the movement of goods, ensuring timely delivery, implementing supply chain strategies, monitoring inventory levels, and maintaining supplier relationships.
- Managing the preparation of the Procurement process in all steps and stages, especially when it comes to purchasing orders and contracts.
- Advice on best sources of supply in coordination with the Program Finance. Verify purchase requests ensuring all required information is provided.
- Providing support and direction to the head driver in transport Management and fuel and maintenance contracts as needed.
- Make sure that order schedules and delivery lead times are met, if not, inform in advance all those who may be affected by the delay
- Efficient utilization of SAP for reordering data feeding as well as Catalog updation.
- Check the receipt that the Material Reservation voucher is made in the work Order.
- Check the current stock of required material or substitute/alternate.
- Material Section tags the on-hand stocks.

- Updates and incorporates changes in the Material Description.
- Maintain the vendor record and update in system.
- Arrange inspection of material and deliver it to end users.
- Stock Coding and Binning of Material.
- Inspects the consignment received as per receiving.
- Procedure to ensure that the received material is following delivery Challan/Invoices.
- Prepare MER (Management Expense Ration) for any damages/shortage.
- Redirects the incorrect local receipt to the vendor for replacement and follows
- Up with vendor till settlement of claim or replacement.
- Process SAP receipt when a part is reinspected and received.

## **Asian Food Industries**

Dars Road Raiwind Lahore

As a Sr. Executive of the Technical Store from 02<sup>nd</sup> March 2020 to 25<sup>th</sup> September 2022

## **RESHMA POWER GENERATION (Pvt.) Ltd**

4KM Manga Road Near Rohi Nala Bypass Police Chocki Raiwind Lahore

As a Store & Commercial Officer from 11<sup>th</sup> Sep.2017 to 31, May,2019

## **Southern Electric Power Company Limited**

A Multinational Company 134 MW Thermal Power Station 23km Off Raiwind Road

**As a Senior Store Officer** from 2<sup>nd</sup> Sep. 2009 to 31 Aug 2017

My duties are below: -

- Arranged Material as per requirement proper tagging of newly received material and updated bin location in the system.
- Identified hazardous materials (Chemical, acid, and heavy-weight items) and located in an approved safety place.
- Keep careful documentation of all incoming inventory.
- Collection of SPRs from all departments and feed data in software with allotting store item codes.
- Routine physical inventory count and maintain a minimum level of stock.
- Monthly, Weekly, and annual reports about consumption or purchases to head office. Verification of Bin Cards VS Computer Inventory of Spares as well as Local Items.
- Approval on SPR and other vouchers from the Plant Manager and mention the last buying rate.
- Handed over SPRs to relevant purchasers & tracking Coding and its feeding in Software.
- Feeding of Purchase Order in Software with the help of SPR.
- Coordination with the gate office for preparation of IGP (Inward Gate pass) with the help of delivery challan.

- Receipts of gate passes and their verification with items received and vendor bills.
- Compilation of relevant documents P.O (Purchase Order) Bills /invoices from the purchase department.
- Preparation of GRIN (Good Receipt and Inspection Notes) SIN (Store Issue notes) spares and local items and feed all data day to day in Software.
- Posting of all transactions from GRN & SIN on the Bin Cards for material purchase or issued and checking the Edit List of GRIN & SIN.
- Physical stock-taking of local material and imported material for at least 20/25 items daily for preparation of annual stock-taking with the help of store Officer, Store Assistant, and Store Helper
- Assigned duties to store Officers, Store Assistants, and Store Helpers daily.

### **234MW Gas Operating Combine Cycle Power**

#### **Project (Sapphire) Muridke**

With SKODA Export Company as a **Storekeeper** from 1<sup>st</sup> March 2009 to 1<sup>st</sup> September 2009

### **Southern Electric Power Company Limited**

As an Assistant Store Officer from 1<sup>st</sup> April 2002 to 7<sup>th</sup> July 2008

MS Word, MS Excel, and PowerPoint.

Will be furnished on request