**PROFESSONAL SUMMARY:**

RESULTSDRIVEN STOCK INCHARGE WITH EXPERTISE IN INVENTORY MANAGEMENT AND LOGISTICS COORDINATION. PROVEN ABILTY TO MENTAIN ACCURATE STOCK.

**WORK EXPERIENCE: Maqsood Traders, Karachi.**

**Inventory & Billing Assistant March 2022 -Present.**

Received & Proceed 100 + Customer Order Monthly. Picked & Issued Stocks Items As Per Delivery Slip . Generated Accurate Bills/Invoice Using ERP. Entered New Inventory Data Upon Goods Arrival. Coordinated To Dispatch and Accounts Department**.**

**EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.NO** | **QUALIFICATION** | **GROUP** | **SCHOOL/COLLAGE** | YEAR |
| 1 | **INTERMEDIATE** | **(COMMERCE)** | **GOVT.COLLAGE OF COMMERCE &ECONOMIC** | **2020** |
| 2 | **MATRICULATION** | **(COMMERCE)** | **PRIVATE** | **2018** |

**KEY SKILL:**

* Order Processing.
* Stock Issuance.
* Invoice Generation.
* Erp Excel
* Customer Handling.
* Documentation.
* Warehouse Coordination.

**VOLUNTEER SERVICE:**

OFFER SUPPORT TO STUDENT IN THE ABSENCE OF TEACHER THAT DEVELOP MY TEACHING SKILLS WHILE MAKE A POSITIVE IMPACT ON MY MIND.