

## Muhammad Baseer Siddiqi

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### **AIMS & OBJECTIVES**

Seeking a responsible position where, I can utilize my knowledge, skills and expertise and keep myself up to date for global challenges through hardworking and obedience.

### **ACADEMIC QUALIFICATION**

#### **UNIVERSITY OF KARACHI**

- B.Com (2007) 2<sup>nd</sup> Division

#### **BOARD OF INTERMEDIATE EDUCATION KARACHI**

- Inter Science Pre-Engineering (2004)

#### **BOARD OF SECONDARY EDUCATION KARACHI**

- Metric Science (2001)

### **EXPERIENCE**



#### **SALEH A. ABDULLAH ABAHSAIN CO. LTD, Saudi Arab HEAVY EQUIPMENT DIVISION**

Working as a parts coordinator from Oct, 2015 in store and warehouse of parts. Dealing with parts of heavy machinery wheel loaders, backhoe loaders, forklifts, cranes and T.M cranes.

1. Responsible to arrange parts from central and sub branches within the kingdom to ensure the availability of parts with coordination of sales staff, packing and shipping of parts to branches within time limits on daily basis.
2. Responsible for raise internal requisitions to central and sub branches through ERP (Oracle 11g applications).
3. Responsible to ship parts against internal requisition to branches through ERP (Oracle 11g applications).
4. Responsible of shelving and storage of all incoming & received parts within branch at proper locations.
5. Reporting of discrepancies on immediate basis for any damages, shortages and excess quantity found in shipment.
6. Handling of P.Os of Sub-Dealer for requested parts and sub-inventory transfers. Generating quotations and invoices against sales reports.

7. Handling of forklift to load and unload parts material received and ship through cargo services.
8. Prepare way bills for material ship through cargo services.
9. Maintain documents files on daily basis.



#### **LUCKY CEMENT LTD. (58km Milestone Super Highway), Karachi.**



8 Years worked as a "Store Officer (ICS)" in Main Store Department of LUCKY CEMENT Ltd. (Karachi Project), Karachi Pakistan from 24 August, 2007 to 21 October 2015.

1. Prepare indents / purchase requisitions for procurements of required goods requested by user departments.
2. Maintain stock code of goods in for inventory control system with respect to nature of good.
3. Prepare daily reports and any other tasks assigned by management.
4. Goods hands on computerized Inventory Control System (ICS) using based on Oracle 10g applications ERP.
5. Responsible of physical section of store department.
6. Responsible to take the items from receiving section check the items (after GIR and SRN) and their quantity as per SRN and allot those items to their relevant location under the issuance section.
7. Responsible to issue the items against SRF raise by the department.
8. Responsible to update the inventory as per Computerized Inventory Control System of Store Department.



#### **PARADISE HOTEL, Saddar, Karachi.**



Four months experience as an Asst. Accountant from 1<sup>ST</sup> May, 2007 – 21<sup>st</sup> Aug, 2007.

### **ON JOB TRAINING AND COURSES**

- Attend basic Fire Fighting Training at Lucky Cement Ltd. held by Admin & Security department.
- Attend meeting on ISO certification about Quality Management System (QMS) held by Lucky Cement Ltd.

### **ACHIVEMENTS**

- Promoted to the post of Store Officer from Store Supervisor in August 2015.
- Promoted to the post of Store Supervisor from Store Keeper in March 2011.

### **COMMUNICATION SKILLS**

- Verbal and telephonic communication.
- E-mailing (Ms. Outlook, gmail, yahoo etc.)

## **COMPUTER SKILLS**

- Well conversant with **MICROSOFT OFFICE**
  - Ms-Word
  - Ms-Excel
  - Ms-Power Point
  - Internet
  - Computer Software & Hardware
- Six months web designing diploma from Skill Development Council, Karachi.
- Three years experience of computer hardware at computer shop.

## **EXTRA CURRICULAR ACTIVITIES**

- Physical Gaming
- Reading Books
- Exercise
- Music& Movies
- Internet
- Willing to travel and exploring new places and things.

## **PERSONAL**

Father Name :	Muhammad Naseer-ul-Islam Siddiqi
Date of Birth :	30 <sup>th</sup> Dec, 1985
Place of Birth :	Karachi
Marital Status :	Single
C.N.I.C # :	42101-3182524-7
Passport # :	DH5465242