## *****MUHAMMAD HANIF*****

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# *EDUCATION*

***Bachelor of Commerce (B.Com)***

***University of Karachi***

# *KEY SKILLS*

* ***Daily production Report***
* ***Monthly production report***
* ***Daily Dispatch Report***
* ***Monthly Down Time Reports***
* ***Daily Consumption Report.***
* ***Stock Movement Report***
* ***Manufacturing Orders***
* ***Yard Maintenance***
* ***Cash Book***
* ***Petty cash book.***
* ***Payment vouchers***
* ***Receiving vouchers***
* ***Daily Cash transactions***
* ***Monthly budget Report***

***IT PROFICIENCY***

* ***ERP***
* ***Microsoft Excel***
* ***Microsoft Word***
* ***Computer Graphics***
* **Email:** [Hanif4969@gmail.com](mailto:Hanif4969@gmail.com)

**Linkedin**: [Hanif4969@gmail.com](mailto:Hanif4969@gmail.com)

**Contacts #:** +923048115208

**Nationality:** Pakistani

**Marital status:** Single

**Date of Birth:** 03rd-May-1988

**NIC #** 42501-1371330-5

* Postal Adders:

C/o Muhammad khan

Korangi fisheries harbor authority

P.O Box # 15804, Karachi 75160.

* Residence Adders:

KhalifaJatPara Regri Goth

Bin Qasim Town Karachi Pakistan.

## EXPERIENCES

* **PRODUCTION and DISPATCH OFFICER**

At “**Envicrete Limited**”

From April 2015 up till now.

* **ACCOUNT ASSISTANT**

At “**Colonel Seafood Pvt Ltd**”

From September 2013 to March 2015.

* **ADMIN ASSISTANT**

At “**The Citizen Foundation**”

TCF Infaq Campus

From March 2011 to September 2013.

## CAREER OBJECTS

Seeking a challenging opportunity to demonstrate

my skills, abilities and aim for instantaneous

achievement of corporate and personal goals

in a rewarding global organization offering career

growth and professional development.