Muhammad Danish Hasan

Contact: 0332 - 3101449

Address: House No. A-21 Indus Mehran Society malir Karachi,

Email: mdanishhassan.101@gmail.com

**PERSONAL PROFILE:**

To work with an organization where I can have the challenging tasks to perform with whom I can groom my skills, where I can fully utilize my mental and physical potentials and where I can get the chance of my career advancement and enhancement.

**SUMMARY OF QUALIFICATION:**

* **Master with (MAJOR IN INTERNATIONAL RELATION ).**

From Karachi University.

* **Graduation with (MAJOR IN INTERNATIONAL RELATION )**

From Karachi University.

* **Intermediate**

From Karachi Board.

**WORKING EXPERIENCE:**

**NATIONAL FOODS LIMITED.**

Designation: Senior Warehouse Officer

Aug 2018 – Feb-2021

* Material Receiving
* Received material reconciling with purchase order
* Generate Inspection Memo
* Generate GRN after approval of material
* Rejected material back to vendor
* Material quantities and storage locations. Coordinate material inventories and material issue documents. Expedite the receipt of critical delinquent orders and monitor material deliveries in accordance with schedules.
* Audits of warehouse and stocks on regional level.

**SHAN FOODS PVT LTD.**

Designation: Warehouse Officer

July 2015 – June-2018

* Material Receiving
* Create Inspection Note to concern Dept.
* Generate GRN after approval of material
* Supervising Stock receiving, compiling and staging in store
* Reconciliation of stock on every day end and reporting to Head office on daily basis.
* Monthly closing of accounts and reconciliations.

**CHASE UP.**

Designation: Inventory Officer

May 2012 – June-2015

* Product receiving.
* Stock Maintain for PO and product received.
* Initial inspection for damage. And Create Inspection Note to concern Dept.
* Generate GRN after approval of material
* Supervising Stock Transfer in, transfer out to other stores.
* Reconciliation of stock on every day end and reporting to Head office on daily basis.

Monthly closing of accounts and reconciliations

**COMPUTER SKILLS:**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint

**OTHER SKILLS:**

* English & Urdu Language, (Speak, Written)
* Internet Surfing.

**CERTIFICATION:**

* CIT Course.

**PERSONAL INFORMATION:**

* Father’s Name : Masroor Hasan
* Gender : Male
* Date of Birth : 27-06-1984
* CNIC No. : 42201-4021006-5
* Marital Status : Married.
* Domicile PRC : Karachi (Sindh)

**REFERENCE:**

* Will be provided upon request.