

Muhammad Mustafa

Location	KPK (Swabi)	Language	English
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Education

Bachelor business administration (BBA hon) | 2020 – 2024 | arid agriculture university rawalpindi

Skills

- MS Excel
- MS word
- Typing
- Inventory management
- Stock control
- In and out process handling
- Team playing

Profile

A highly motivated and results-driven Bachelor of Business Administration (BBA) graduate with a solid understanding of core business functions, including marketing, finance, and management. Demonstrated experience in sales, consultancy, and banking, with a proven ability to analyze data, provide actionable insights, and contribute to strategic business decisions. Strong interpersonal and communication skills, combined with the ability to work efficiently in team environments

Experience

pkg international shipping and logistics limited (January – December 2024)

- I Managed daily warehouse operations, ensuring smooth receipt, storage, and dispatch of goods.
- Supervised warehouse staff, providing training and support to ensure efficient workflows.
- Coordinated inventory management, ensuring accurate stock levels and timely replenishment.
- Oversaw the preparation and verification of shipments to ensure accuracy and on-time delivery.
- Ensured compliance with safety regulations and maintained a safe working environment.
- Implemented and improved warehouse processes to increase efficiency and reduce errors.
- Monitored and maintained warehouse equipment to ensure proper functioning.
- Managed documentation related to shipments, stock, and orders for accuracy.
- Coordinated with logistics and procurement teams to ensure timely supply chain operations.

Business security technology:

Sales executive (July – sep)

2023

- I worked as a salesman at a business security technology company, where I promoted and sold security products to clients. I built and maintained strong relationships with customers to understand their security needs and provided product demonstrations. I achieved sales targets and contributed to the company's growth while keeping accurate records of sales activities and customer interactions.