

Aamir adnan

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Current address: 18Km Feroz Pur road near Maryam park Attari Saroba Lahore

Permanent Address: Dist Kohat Tehsil Lachi , P/O Shakardara village Faqeer Abad

SUMMARY

I am seeking to utilize my experience in inventory management using my skills in Stock control, accounting, and auditing, stock cards, manual and automated inventory management skills and Work on ERP software. My strong determination to perfect my job will be very helpful in providing the most efficient and dependable inventory management to the company.

AREAS OF EXPERTISE

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|---|---------------------------|--|
| ▪ Manufacturing industries
Stock control | ▪ Stock auditing | ▪ Trading Retail industries
Stock controlling |
| ▪ Team Building & Leadership | ▪ Accounting book keeping | ▪ Resource Management |
| ▪ Logistic and supply chain | ▪ Import and distribution | ▪ Capable work on ERP |
| | | ▪ Change Management |
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EXPERIENCE & ACCOMPLISHMENTS

STOCK CONTROLLER (Supply chain dept) **(using software ERP Next Web base)**

11-01-2021 to 11-03-21

Oxvor international Group (FMCG)

- Maintaining reports of purchases and pricing.
- Forecasting supply and demand to prevent overstocking and running out-of-stock
- Prepare local purchase cost report as per demand and share with account manager for approval. Ensure purchases do not exceed budget.
- Prepare sale invoices and delivery note as per daily stock deliver to customer.
- Keep updated inventory records (including daily shipments)
- Prepare stock transfer for one warehouse to other warehouse.
- Preparing stock report of all warehouses a twice every month for Management.
- Coordinate with store keeper on daily basis follow up of physical stock as per system with zero error.
- Maintain Purchase order as per customer PO. Prepare purchase receipt as per daily received material.
- Maintain new inventory codes as per product catalog.

Store in charge

Senior Auto mobile Pvt Ltd

(Using software ERP Softbeat)

12-08-20 to 09-1-21

Responsibility

Manage production reject materials and returned to concern supplier. Manage store staff overtime. Attend daily meeting with GM, Discuss about daily stock turn out Report. Monthly Stock Audit and share with Director, Make daily activity report of workers. Check proper quality of received materials. Prepare material issuance report as per weekly production plane. Manage proper inventory level. Demand of Material as per minimum stock level. Prepare shortage report as per production plane. Prepare daily Goods Received Report

Inventory Executive (RAW MATERIALS / E/M ITEMS) 24-06-2019 TO 27-7-2020

AHY PLASTIC INDUSTRIES PVT LTD LAHORE (ERP SOFTWARE)

Raw materials /General items, (Electrical mechanicals / (Films) Inks, Chemicals, Finished Goods, Dispatches, (vehicles loading unloading of materials).

Preparing daily good received notes as per Purchase order.
Manage container unloading labor expense , and provide labor for container unloading with less cost .
Manage returned material and coordinate with concern dept .
Prepare daily demand of material as per production needed or store backup to maintain inventory level
Manage inventory level as per Store SOPs.
Prepare import stock report on daily basis for director
Manage local purchase demands on dailybasis.
Follow-up import container from port till factory.
Prepare import container report as per monthly received.
Prepare consolidate stock reports of all warehouse at the month of end.
Reconcile the inventory count to the general ledger.
Stock audit examination through internal audit.

Warehouse Supervisor

15-02-2018 to 20-6-2019

Pronto Promo Pvt ltd Lahore

Generate daily report of consumption . Issuance of material as per ADC, GDC,VDC. Dispatch of product as per CDC.Update the report about daily running order . Daily view warehouse overall & manage the warehouse floor clean. Receipt of all type of material & ensure all incoming material according to delivery challan. Shifting the stock as per receipt report at proper place with item identification labels & order numbers.

Education:

Master in (Islamic Studies)

Passing year : 2019

- Kohat university of sceince technology

Bachalor in Arts

Passing year:2016

- Aiou Islamabad

ESC (Pre Engineering)

Passing year:2012

- GHSS Shakardara kohat

Matric (Science)

Passing year:2010

- GHSS Nandraka Kohat

DIT (Diploma information technology)

(1 year) (2017)

Govt commerce collage Kohat (Technical board Peshawar)

Professional Certificate

Quick book 3 month course from Digiskills (Lahore)
Graphic design 3 month from Dig skills (Lahore)
Certified of Teaching Course 1 year from AIUO Islamabad
Office automation 3 month From Skills Development council Peshawar

Languages

Pashto –Urdu---English

HOBBIES

Books reading , internet browsing , Traveling

