

Musa Khan

Contact Information:

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- **Nationality:** Pakistani
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- **Driving:** License: (light Vehicle Private) Valid
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Summary

Reliable and organized professional with experience in both inventory management and basic accounting procedures. Adept at maintaining accurate stock records, managing warehouse operations, and supporting financial documentation and reporting. Seeking a position where I can contribute my skills in storekeeping and accounting to improve operational efficiency and ensure accurate financial and inventory control.

Experience

Biz Solutions (Unilever Distribution, Mardan)

April 2024-Oct 2024

MIS

- Managed daily business operations on Accenture software
- Collecting, processing, storing, and presenting data to help management make informed decisions.
- Data validation checking data against existing records or database to ensure accuracy
- Warehouse validation with stock reports
- Processed and resolved customer claims and company claims
- Daily financial statements
- Receive, inspect, and record deliveries
- Check incoming goods against invoices or purchase orders
- Maintain accurate inventory records (manual or computerized).

Biz Solutions (Unilever Distribution, Mardan)

Dec 2023-Mar 2024

Warehouse & Logistics Coordinator

- Coordinated daily warehouse operations, including scheduling pickups and deliveries to ensure smooth workflow.
- Managed inventory receiving, shipping, loading, and unloading, ensuring accurate product transfer to designated storage locations.
- Maintained warehouse compliance with company policies and federal regulations, ensuring a safe and efficient environment.

- Collaborated effectively with other departments to resolve supply and quality issues.
- Conducted thorough checks of shipments against paperwork, ensuring accuracy and proper documentation.
- Provided administrative support for basic financial reconciliation related to warehouse operations and assisted with bi-weekly payroll data entry.

Khyber Tobacco – Mardan

Aug 2023- Oct 2023

Junior Accountant -- Internship

- Managing accounts payable and receivable processes.
- Conducting reconciliations and ensuring accurate journal entries.
- Verified and cross-checked information for accuracy and completeness.
- Maintained organized records of transactions and reports.
- Assets Depreciation
- Bank Statement Reconciliation
- Initiate payments check record due balance payments terms.
- Office filing keeps records for all transactions.
- Processed invoices, receipts, and payments. Assisted in generating periodic summaries and data analysis reports.
- Collaborated with team members to ensure efficient data processing and compliance with Company policy.

Education

Abdul Wali Khan University Mardan Bachelor of Studies in Banking & Finance 2019 – 2023

Government College Of Management Sciences Mardan Diploma in information technology 2018

Skills

- **Inventory Management;** Keeping accurate stock records, Performing regular stock counts and audits, Managing incoming and outgoing goods
- **Logistics & Operations:** Warehouse Management, Inventory Control, Supply Chain Coordination, Shipping & Receiving, Distribution, Operational Efficiency.
- **Software & Tools:** MS Office Suite, Accenture software.
- **Interpersonal & Communication:** Excellent Written & Verbal Communication, Strong Interpersonal Skills, Influencing, Team Collaboration, Troubleshooting.