



HAMID RAZA KHAN NIAZI

STORE INCHARGE

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Islamabad, Pakistan (PASSPORT NO.
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25. April 1992

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To be a part of a conducive work environment and a proactive work team in order to add productive value to the organization. Keen to work hard in dynamic work place which can provide me a chance to explore my abilities and initialize and enhance my professional capabilities and skills in a challenging environment along with opportunities of learning and professional growth.

WORK EXPERIENCE (10 YEARS)

STORE INCHARGE

Frontier Works Organization-FWO (Diamir
Bhasha Dam Project)

01/2022 - Present

Bushi Das Camp

Achievements/Tasks

- Assist in receiving, inspecting, and documenting incoming shipments to ensure accuracy and quality.
- Coordinate with the maintenance team to ensure parts are available for repairs and servicing.

STORE KEEPER

Izhar Steel (Pvt.) Ltd.

06/2019 - 10/2021

Mianwali, Pakistan

Achievements/Tasks

- Maintained accurate records of inventory, sales, and purchases using computerized systems or manual logs.
- Coordinate with suppliers to procure necessary parts in a timely manner.

STORE KEEPER

Elite Engineering (Pvt.) Ltd.

09/2017 - 05/2019

Lahore, Pakistan

Achievements/Tasks

- Regularly conducted inventory audits to verify stock levels and reconcile physical stock with records.
- Follow-up and performs administrative duties related to ordering receipt and delivery of items.

STORE KEEPER

Engineering Kinetics (Pvt.) Ltd.

03/2015 - 06/2017

Lahore, Pakistan

Achievements/Tasks

- Checked incoming shipments for damage, discrepancies, and accuracy against purchase orders.
- Provided items to authorized personnel or departments based on requests and documentation.

SKILLS

Good Presentation

Customer Dealing And Handling

Inventory Control

Shipping And Receiving Goods

Microsoft Office

COMPUTER PROFICIENCY

COMPUTER PROFICIENT

- I am proficient in MS windows, MS Office, MS Excel and other current applications. I can install hardware, Software and perform trouble shooting. Have ability to work on any software with slight guidance.

EDUCATION

DIPLOMA IN MEDICAL LAB. TECHNOLOGY (DMLT)

Savior Institute Of Medical Sciences

2020 - 2022

Rawalpindi, Pakistan

B.A (GENERAL)

Allama Iqbal Open University

2017 - 2020

Islamabad, Pakistan

F.A (GENERAL)

Allama Iqbal Open University

2014 - 2016

Islamabad, Pakistan

AUTO MECHANIC COURSE III (SEMI SKILLED)

Govt. Technical Training Institute

2015 - 2016

Gujar Khan, Pakistan

INTERESTS

Travelling

REFERENCES

To be furnished on demand.