

MUHAMMAD NAVEED

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D.O.B: 24 August 2003

Nationality: Pakistani

Joining: Immediate

Iqama Status: Transferable & Valid



OBJECTIVE AND SUMMARY

An adaptable, lateral thinker and quick learner having extensive knowledge of **accounting** processes in Hospitality/Service Industry, good hands-on experience Storekeeper and Receiving Clerk. I am self-motivated, team - oriented and have a strong sense of accountability and a high level of attention to detail, would like to work for a company that is keen on hiring individuals who are smart, financially aware and interested in a career in the payments industry.

WORK EXPERIENCE

Store Keeper

Park Lane Hotel – Lahore

August 2023 – April 2025

Responsibilities:

- Receiving goods from vendors by matching quantity mentioned on delivery note, LPO and invoices; reviewing expiry dates on each item received.
- Posting invoices in material control PMS and handing over invoices to finance department after posting.
- Keeping receiving and issuance record in system with full approved back up.
- Keeping items in same category, checking chilled and frozen items chillers temperature, proper racking and arranging of items in store.
- Placing orders by following the minimum and maximum stock levels in the system and issuance by following the inventory method defined in SOPs.
- Issuance of items based on approved issue requests and charging it to relevant departments and outlets.
- Keeping the stores neat and clean to ensure adherence to safety and HACCP standards.
- Taking month end inventories in the presence of Cost controller and entering inventory in the system for the purpose of matching physical stocks with system.

Receiving Clerk

Park Lane Hotel – Lahore

January 2022 – July 2023

Responsibilities:

- Receive, inspect, and verify incoming shipments against purchase orders and delivery documents.
- Ensure quantity and quality of delivered goods meet company standards.
- Record and document all received items in the inventory or ERP system.
- Coordinate with the warehouse team for proper storage and labeling of goods
- Report any damaged, missing, or incorrect items to the procurement or purchasing department maintain cleanliness and organization in the receiving area.
- Ensure all goods are received in compliance with health and safety regulations.
- Tag and label items with stock codes, batch numbers, or barcodes as required.
- Communicate effectively with suppliers, drivers, and internal departments to ensure smooth receiving operations.

PROFESSIONAL QUALIFICATION

B.COM – Bachelor of Commerce (2022-2024)

GC University, Faisalabad, Pakistan

Intermediate – Pre-Engineering (2019-2021)

BISE DG Khan, Pakistan

Matriculation Computer Science (2017-2019)

BISE DG Khan, Pakistan

PROFESSIONAL SKILLS

- Ability to cope and work under pressure
- Ability to priorities tasks/ Flexible & Multi Talented
- Able to work as a part of team & manage activities

SOFTWARES SKILLS

- SAP, Zoho
- SUN accounting System
- MS Office
- Opera PMS, Material Control

REFERENCE

Reference will be furnished on demand