

CURRICULUM VITAE

SARDAR AYAZ

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(TRANSFERABLE IQAMA)

OBJECTIVE:

To seek a challenging career as a **Medical and Non-Medical Store Management Supervisor** where I would utilize my skills and knowledge for the growth of organization and myself with win – win attitude.

Ability to work in all areas of the store

EDUCATIONAL QUALIFICATION:

- **FSC PAKISTAN AIR FORCE COLLEGE**
- **B.Com HAZARA UNIVERSITY**
- **S.S.C. GOVT HIGH SCHOOL ABBTABAD**

OTHER QUALIFICATION:

- **DTP Diploma in Desk Top Publishing (Computer application).**
- **MS DOS, PowerPoint, XL sheet.**

Work Experience:

1) Presently Working as, Supervisor in Medical Elements Contracting company Medtra Division from SEPTEMBER 7TH 2022 till date by Using SAP SYSTEM.

RESPONSABILITIES:

- 1.Achieving high levels of customer satisfaction through excellence in receiving, identifying, dispatching and assuring quality of goods
- 2.Measuring and reporting the effectiveness of warehousing activities and employee's performance
- 3.Organize and maintain inventory and storage area

- 4.Ensure shipments' and inventory transactions' accuracy
- 5.Determine staffing levels and assign workload
- 6.Maintain items record, document necessary information and utilize reports to warehouse status
- 7.Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- 9.Inventory in warehouse and stock maintain in warehouse
- 10.Daily checking temperature in warehouse

Inventory of all Medical and Non – Medical item:

1) Ability to conduct inventory for Medical and Non-medical items.

2) Teamwork for all warehouse inventory Other

Experience in India:

1) Organization: SAVE THE CHILDREN AS EDUCATIONAL OFFICER

2) AS ASSISTANCE MANAGER ADMIN DEPARTMENT BAHRIA TOWN

PERSONAL QUALITIES:

Quick learning and hardworking

Good communication and presentation skill

Independent and self-motivated

Organized and best structured at work

PERSONAL PROFILE

Name	: SARDAR AYAZ
Father Name	: MUNSIF KHAN
Date of Birth	: 08-04-1989
Gender	: Male
Marital Status	: Married
Religion	: Islam
Languages Known	: English, Urdu, and Arabic
Nationality	: Pakistani

