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PROFILE:

Here to work in a professional environment where my skills and abilities are use to the organization and where I can work to the best of my knowledge and experience. To obtain a challenging and career-oriented position, to utilize my knowledge and skills in a dynamic and progressive organization with an opportunity for career growth.

EDUCATION:



University Of Azad Jammu And Kashmir Muzaffarabad.
B.A, Session 2022-2023



Board of Intermediate & Secondary Education Abbottabad.
FSC, Session 2019-2020



Board of Intermediate & Secondary Education Mirpur AJK.
SSC, Session 2017-2018

CAREER CHRONOLOGY:



Qarshi Industries (Pvt) Hattar
Store Keeper

September 2021---May 2025

Duties and Responsibilities:

- Receiving finished goods from packing. & storage.
- Receiving & checking Production vouchers from Production.
- Stacking & following the FIFO Method.
- Posting in SAP, SCM, Excel & Manual ledgers, and physical stock checking & counting.
- Entries of all inventories & generate stock position reports on daily biases to the Manager
- Preparation of DLR (Daily logistic Report) daily basis.

- Preparation of Bilties, Stock Transfer Memo & outwards gate passes.
- Preparation of Misc reports Preparation of Weekly reports for NMD, QJJ, QJS, FPD, SNMW, and RTD.
- E-mail correspondence, trucking ordering of NMD, QJJ & SNMW.
- Look after all activity of the dispatch store during working hours in the absence of the Sr. Supervisor.



Al Kifah Ready-Mix & Blocks

May 2025---- Till Date

Store Supervisor

Duties and Responsibilities:

- Maintain accurate records of all tools, spare parts, raw materials and consumables.
- Monitor stock levels and reorder items before they run out.
- Tag, label, and organize items for easy identification.
- Receive incoming materials and verify against purchase orders or delivery notes.
- Check for quality, damage, or discrepancies.
- Issue tools, equipment, and materials to workshop staff based on job requirements.
- Maintain a log of issued and returned items.
- Ensure all tools are in good working condition and keep them clean, safe, and properly stored.
- Arrange for repairs, calibration, or replacement when needed
- Follow proper storage procedures for hazardous materials (e.g., oils and chemicals).
- Prepare regular reports on stock usage, shortages, and maintain stocks on SAP.
- Assist in audits and stock-taking.
- Work closely with procurement and maintenance teams.
- Suggest cost-saving measures or alternative for materials.
- Track and prioritize urgent material requests.

TRAINING:

Participated in in-house training programs on the following topics;

- Halal and Haram, in Light of “Quran & Hadith”
- Emergency pre prance and Response.
- Software and hardware installation.
- 5 S Activities
- First Aid

SKILLS PROFILE:

- Confident & Disciplined.
- Self-motivated, organized, and able to meet targets.
- General organizational skills, teamwork, communication, time management, Adaptability, and customer care.
- Leadership & Creativity.
- Excellent communication and listening skills, able to explain complex ideas
- Developed integrity and trustworthiness.
- Computer literate with expertise in documentation and office tools.

COMPUTER & SOFTWARE SKILLS:

- Microsoft Office 2007 & 2010 (MS Office, MS Excel, MS PowerPoint, MS Outlook),
- In page 2009.
- Supply Chain Management Software (SCM).
- SAP Hana S/4.

REFERENCES:

References can be provided upon request.