



Asad Unar

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WORK EXPERIENCE

MOBIL OIL DISTRIBUTION AGENCY – NAWABSHAH, PAKISTAN

WAREHOUSE MANAGER – 05/01/2023 – 15/02/2024

- Inventory Management
- Recording and monitoring inflows and outflows (goods and cash both)
- Auditing and controlling
- Accounting and ledger maintenance

BLACK AND BROWN BAKERS – NAWABSHAH, PAKISTAN

SHIFT MANAGER – 03/02/2022 – 15/09/2022

- Floor Management (staff, product and surrounding hygiene)
- FIFO Management for variety of edibles in a bakery
- Pre-requisite drafting of goods as per demand and supply
- dispatching and receiving of goods to and from factory
- Employees moral boosting and promoting teamwork
- Ensuring Customer satisfaction
- Bookkeeping, teller machine operation, depositing daily sale revenue and auditing.
- 8-10 hours daily (6 days a week)

THALASEMIA PATIENTS WELFARE SOCIETY – NAWABSHAH, PAKISTAN

LOGISTICS SUPPLY CHAIN INTERNEE – 01/04/2021 – 01/06/2021

- Store retail operations and Inventory Management for Medicines and edibles
- Data entry and bookkeeping
- on-site management of Blood camps
- sorting of blood bags and ensure their safe procurement measures (FIFO Management)

FATMID REGIONAL BLOOD CENTER – NAWABSHAH, PAKISTAN

LOGISTICS AND SUPPLY CHAIN INTERNEE – 15/02/2021 – 17/03/2021

- Inventory management, Assistant manager, auditing and controlling in flows and outflows of goods and services
- Data analysis, pre-requisite items, quotation drafting, purchasing and receiving goods.
- Critical overwatch on expiry and manufacturing date of products (FIFO Management)
- 8 hours a day (5 days a week)

EDUCATION AND TRAINING

05/01/2018 – 03/01/2022 Nawabshah, Pakistan

BACHELORS OF BUSINESS ADMINISTRATION Shaheed Benazir Bhutto University

Website <https://www.sbbusba.edu.pk/> | **Field of study** Accounting and taxation , Finance, banking and insurance |

Final grade CGPA: 3.32/4.00

Website https://www.instagram.com/alex_css_pcs_nawabshah/

Website <http://szabist-zabtech.edu.pk/>

Website <https://pisbedu.org/> | **Field of study** Biology , Biological and related sciences not further defined | **Final grade** B

Website <https://pisbedu.org/> | **Field of study** Biological and related sciences not further defined | **Final grade** A

● **SKILLS**

Zoom | Microsoft Powerpoint | Skype | Integrity and professional courtesy | Microsoft Word | Microsoft Excel | BookKeeping | Stock/Inventory Control | Ability to work as a team and autonomously | Accounting Systems (SAP, ERP, QB) | Auditing

● **LANGUAGE SKILLS**

Mother tongue(s): **SINDHI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
URDU	C1	C1	C2	C2	C1
ENGLISH	C1	C1	B2	B2	C1
ARABIC	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user