

Kaleem Khurshid

(packing staff & store keeper)

☎ 03120894197 | ✉ kaleemkhan8944@gmail.com

📍 Tarnol, Pakistan & AJK Dhirkot

LinkedIn: [linkedin.com/in/kaleem-khurshid-80789827a](https://www.linkedin.com/in/kaleem-khurshid-80789827a)

Date of Birth: 31 March 1996

Professional Summary

Dedicated and detail-oriented professional with over 5 years of experience in Store Keeping and Packing operations. Skilled in inventory management, quality packing, and efficient material handling. Strong organizational and communication skills focused on improving operational workflows and maintaining high standards.

Professional Objective

To secure a challenging position in a reputable organization where I can utilize my expertise in Store Management and Packing Operations to contribute to organizational success and personal growth.

Education

Bachelor of Arts (BA) – Allama Iqbal Open University

FA – Allama Iqbal Open University

Matriculation (Science) – Mirpur Board, AJK

6-Month Computer Course

Work Experience

Packing staff

Air Weapon Complex – Wah Cantt, Pakistan

2018 – 2020

Performed quality packing of goods according to company standards.

Handled packaging materials and ensured safe transport.

Coordinated with store department for dispatch planning.

Store keeper

Air Weapon Complex – Wah Cantt, Pakistan

2020 – 2023

Managed and maintained inventory records accurately.

Supervised stock receiving, storage, and issuance.

Ensured timely supply of materials to relevant departments.

skills

1.Inventory Management

2.Packing & Material Handling

3.Communication Skills

4.Basic Computer Skills (MS Office)