

Zafar Mushtaq

Dammam

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A self-driven inventory professional with more than fourteen years of experience focused on promoting employee engagement, loyalty, morale through effective leadership and communication. Skilled with leadership and expertise in inventory management and warehousing. Personable and proactive with strong time, project and resource management abilities.

Willing to relocate: Anywhere

Work Experience

Storekeeper

Q.S.A SURGICAL PVT Ltd-Sialkot

July 2023 to November 2024

- Managing accurate records of materials and stocks.
- Performing regular stock checks and audits for inventory accuracy.
- Management of stock levels according to reorder points.
- Receiving and verification of deliveries as per purchase orders.
- Implementation of FIFO for stock safety and loss prevention.
- Inter-departmental Coordination for stock movements and supplier deliveries.
- Reporting on inventory and compliance

Store Keeper

Franko Shahzad Surgico Pvt Ltd-Sialkot

March 2022 to March 2023

- Managing materials receiving, gate passes, and GRNs.
- Handling of data related to inventory in Excel and ERP software.
- Processing of material issuance and vendor billing.
- Management of admin store and supplier billing adjustments.

Store Supervisor

MA Arain & Brothers-Sialkot

January 2021 to January 2022

- Monitor inventory receipt, storage, and issuance operations.
- Assurance of proper documentation and compliance with stock levels.
- Coordination with QA and production teams for stock reconciliation.
- Preparation for audits and making of monthly usage/dead stock reports.

Inventory Manager

Dr.Frigz Intl-Sialkot

December 2018 to September 2020

- Designed and implementation of inventory tracking systems.
- Leading team of planners and supervision of stock issuance.

- Making of inventory reports for performing data reconciliation.
- Warehouse layout management and team training.

Storekeeper

Nizam Sons & Liberman Intl-Sialkot
November 2017 to December 2018

- Handling of QC reporting, receiving, GRIR, and stock transfers.
- Issuance of production material and managed finished goods.
- Maintaining assets labeling and inter-departmental stock movement.

Issuance Clerk/Shipping Weighbridge Operator

Solb Steel Company-Jazan
December 2014 to April 2017

- Documentation of materials in SAP.
- Operating weighbridge, managing driver and vehicle entries.
- Assurance of PPE compliance and logistics registration.

StoreKeeper/Data Entry

Sahiroun Pvt Ltd/ Medical Devices Pvt Ltd-Sialkot
February 2009 to December 2014

- Received and issued components using Oracle.
- Monitoring of production stock levels and reports generation.
- Proper warehouse documentation and housekeeping.

Education

BA in Arts

University Of the Punjab Lahore-Lahore
September 2003 to August 2005

Skills

- SAP (2 years)
- MS Dynamics365 (3 years)
- Supply Chain (10+ years)
- Logistics (10+ years)
- Inventory Management (10+ years)
- Microsoft office (10+ years)
- Warehouse Management System (10+ years)
- Oracle (6 years)