

# ABDULLAH ABRAR

Store Keeper at Huepret.Com

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## Professional Summary

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Storekeeper with 2 years of experience in manufacturing industry. Quick to learn, and a proactive team player focused on delivering high-quality software and achieving project success.

## Skills

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**MS Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook.

**Digital marketing:** Social media strategy and campaign management. Community engagement and customer service via social media.

**Computer Hardware:** structured reports for hardware-related issues and resolutions Familiarity with hardware standards.

## Experience

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### Storekeeper

October 2023 - Present

Huepret.com

Karachi, Pakistan

- Prepared and issued invoices accurately using the inventory management system, ensuring timely processing of outgoing goods.
- Safely loaded and unloaded deliveries, adhering to proper handling procedures to prevent damage and ensure workplace safety.
- Maintained cleanliness and organization of the storage area to support efficient inventory flow and compliance with safety standards.
- Supported various warehouse operations, including labeling, sorting, and restocking materials as required.
- Maintain organized filing systems, both physical and digital, to facilitate easy access to important documents.
- Kept accurate inventory records and conducted regular stock checks to prevent shortages and overstocking.
- Packed and organized materials and products systematically, ensuring they were ready for dispatch or internal use.
- Coordinated with suppliers and delivery personnel to verify shipments against purchase orders and report discrepancies promptly.
- Implemented FIFO (First In, First Out) principles to manage stock rotation and reduce product expiration or obsolescence.
- Assisted in periodic audits and physical stock counts to ensure inventory accuracy and compliance with company procedures.
- Labeled incoming goods and stored them in designated areas, ensuring clear identification and easy retrieval.
- Followed health and safety guidelines during all warehouse operations, contributing to a safe work environment.
- Assist team members with day-to-day tasks and provide support as needed.

**Office Assistant****Sep 2019 – Oct 2023**

Rehmpack PVT LTD

Karachi, Pakistan

- Provide administrative support to senior management and teams, ensuring smooth office operations.
- Manage and maintain office supplies, ensuring that stock levels are sufficient and placing order as needed.
- Handle phone calls, emails, and inquiries, directing them to the appropriate department or personnel.
- Maintain office supplies inventory and order materials as needed to ensure the workplace is well-equipped.
- Oversee the cleanliness and maintenance of office facilities, coordinating repairs and servicing as required.
- Maintain both physical and digital filing systems for easy retrieval of important documents and records.
- Schedule and coordinate meetings, conference calls, and appointments.
- Maintain excellent communication with various departments to ensure information is shared effectively.
- Perform accurate data entry into databases and spreadsheets, ensuring consistency and accuracy.
- Address minor office issues promptly and escalate more complex issues to the appropriate personnel.
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook) for document creation, spreadsheets, and communication.
- Work efficiently in a fast-paced environment, managing competing demands while maintaining attention to detail.
- Assist team members with day-to-day tasks and provide support as needed.

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**Education****University of Karachi****Feb 2020 - Mar 2022**

Bachelor of Arts in International relation, Karachi, Pakistan.

**Sindh Muslim Arts & Commerce College****April 2013 - Sep 2015**

Intermediate, Karachi, Pakistan.

