



MUHAMMAD WAQAR

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St No.7, Quaid-E-Azam Town, Noorpur, Faisalabad, Punjab, Pakistan.



Objective :

To secure a responsible position in a dynamic and growth-oriented organization where I can effectively contribute my experience in coordination, inventory management, and reporting. My goal is to support the company's success through dedication, teamwork, and continuous learning while also advancing my own professional development.

PERSONAL INFORMATION:

- **Father's Name** : Ikram-ul-Haq
- **Date of Birth** : 09-06-1995
- **CNIC No** : 33100-0943031-7
- **Nationality** : Pakistani
- **Religion** : Islam
- **Marital Status** : Married

EDUCATION:

B.COM | 2015 | GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD

- Major: Accounting

F.SC | 2012 | BOARD INTERMEDIATE SECONDARY EDUCATION, FAISALABAD

- Received Secondary Education in 2012.

MATRIC | 2010 | BOARD INTERMEDIATE SECONDARY EDUCATION, FAISALABAD

- Passed Matriculation Exams in 2010.

CERTIFICATION:

06 Month Diploma in Import & Export Documentation from Trade Testing Board Lahore (TEVTA).

LANGUAGES:

- | | | |
|-----------|--------|-----------------------------|
| ✓ CHINES | FLUENT | HSK 3 Level (Speak & write) |
| ✓ ENGLISH | FLUENT | |
| ✓ URDU | FLUENT | |

EXPERIENCE:

1. Sales Coordinator (2 Years Experience)

Company: C-trans Chawala Dyes & Chemicals Canal Road Faisalabad.

From: 2023 to Present

Key Responsibilities:

- Handle sales ledger reconciliation with both company and client records.
- Prepare Forecast reports like Budgeted Forecast report and Actual Forecast report.
- Assisted the sales and recovery teams with required materials and up-to-date data.
- Generated and managed monthly sales reports indicating individual and team performance.
- Coordinated between the sales team and upper management, especially for performance tracking.
- Held regular meetings with sales directors to present updated reports and team progress.
- Provided supporting materials and documentation required by sales and recovery departments.
- Maintained team coordination, ensured communication flow, and supported smooth execution of sales tasks.
- Worked on project-specific reporting, highlighting individual contributions and outcomes.

2. Warehouse Incharge (1 Years Experience)

Company: Oreal Ceramics Industry Chinese Company Bhalwal Sargodha.

From: 2022 To 2023

Key Responsibilities:

- Managed and controlled inbound flow of goods into the warehouse.
- Ensured accurate recording and inventory updates of newly received stock.
- Supervised material usage tracking and ensured proper documentation.
- Coordinated the addition and classification of new materials into the system.
- Prepared and submitted video reports for stock arrival and dispatch activities.
- Monitored stock movement to and from the warehouse and maintained detailed records.
- Communicated with departments regarding stock usage, dispatch, and receiving processes.
- Ensured proper inventory management using both manual and digital systems

3. Store Incharge (1 Years Experience)

Company: Baba Tikkah Restaurant Canal Road Faisalabad.

From: 2021 To 2022

Key Responsibilities:

- Effectively managed store inventory, ensuring optimal stock levels and minimizing wastage.
- Maintained detailed records of stock inflow and outflow using inventory management systems.
- Supervised inter-departmental stock issuance and received timely requisitions.
- Handled daily cash transactions, prepared cash flow reports, and maintained accurate records.
- Coordinated with purchasing and kitchen departments for timely supply of raw materials.
- Generated monthly and weekly reports related to consumption, wastage, and department-wise stock usage.
- Maintained updated documentation for audits and internal checks.
- Assisted in budgeting, cost control, and vendor invoice verification.
- Managed store accounts and reconciled daily cash and stock statements.
- Trained and supervised junior staff in inventory protocols and storekeeping standards.

4. Office Assistant / Personal Secretary (5 Years Experience)

Company : Sahib Textiles Pvt Ltd Sargodha Road Faisalabad.

From: 2016 To 2021

Key Responsibilities:

- Acted as Personal Secretary to the CEO, managing schedules, meetings, and confidential documents.
- Assisted GM Finance in office coordination and file handling.
- Maintained digital and manual records using specialized record-keeping software.
- Performed accurate data entry and documentation using MS Word, Excel, and other MS Office tools.
- Managed internal and external correspondence.
- Handled public dealing, including communication with clients, government officials, and vendors.
- Visited banks for financial tasks such as credit, saving, deposits, and documentation.

- Coordinated with both private and government departments for administrative tasks.
- Supported the sales and marketing team in client visits and follow-ups.

Skills

- MS Office (Word, Excel, PowerPoint)
- Record Management Software
- Office Administration
- Personal Secretary Functions
- Public Dealing
- Cash Dealing
- Banking Operations
- Communication and Coordination
- Time Management
- Documentation & Filing
- Client Relationship Management

5. Assistant Store Incharge (2 Years Experience)

Company: Sahib Textiles Pvt Ltd Sargodha Road Faisalabad.

From: 2014 To 2016

Key Responsibilities:

- Assisted Store Supervisor in managing day-to-day store operations in a chemical warehouse.
- Maintained accurate records of incoming and outgoing stock, ensuring precise documentation of materials.
- Monitored and enforced LIFO & FIFO method to manage chemical shelf life and storage.
- Supervised the receipt of chemicals and raw materials, verified quantities and condition against delivery notes.
- Updated inventory management systems to reflect real-time stock levels.
- Coordinated with multiple departments to dispatch materials as per demand and safety protocols.
- Ensured proper labeling, safe storage, and handling of hazardous chemicals in compliance with safety standards.
- Participated in monthly stock audits and helped resolve inventory discrepancies.
- Maintained cleanliness and organization within the storage area for efficient stock rotation and safety.

REFRANCE:

- Will Be Furnishing Upon Demand.

