

Mohammad Qasim Mumtaz

Father Name: Mumtaz Ali

Date of Birth: 22/08/1995

Religion: Islam

Marital Status: Single

Nationality: Pakistani

Language: Urdu, English, Punjabi

Address:

House No: 01, Street No: 19
Dev Samaj Road Sant Nagar, Lahore

Contact Information:

Phone No: 0318-4121372 (WhatsApp)
0322-9149928

Field of Specialization: **Operations, Supply Chain and Inventory Officer**

Email: work.mqasim22@gmail.com

Professional Experience

➤ **Inventory Officer and IT Assistant at Al- Fatah Departmental Store (Warehouse)**

(16-Mar-2015 to 17-Feb-2018)

Duties and Responsibilities:

- Maintain the all work punctual and regular.
- Maintain the containers (**Imports**) files and aslo check and balance.
- Enter purchases in system and reporting.
- Daily send the stock received and dispatch reports to all branches.
- Daily create and check purchase file.
- Diagnose and resolved issues related hardware.
- Trouble shooting the existing networks.
- Doing hardware and networking related work.
- Provide all IT equipment and coordinate with our IT team and also maintain IT equipment excel sheet.
- Manage IT Staff by recruiting training and coaching employee's communication and job expectations.

➤ **Export Department (Assistant Accountant and Computer Operator) at Afzal Brother Flour Mills**

(19-Feb-2018 to 15-Mar-2019)

Duties and Responsibilities:

- Create the export invoices and reporting and aslo maintain the export document files.
- Prepare invoices, record payments, and manage the expenses of the organization.
- Maintaining and reviewing the financial records and managed financial information and aslo coordinating with other accounting staff and Accounts Head.
- Coordination with Punjab Food Department and also coordinate with bank for export related work.
- Maintain the E-mail data.
- Design develop implement and coordinate systems according to policy and procedure.

➤ **Supply Chain Department and Sale Coordinator (KPO) at Clive Shoes**

(18-Mar-2019 to 01-Nov-2021)

Duties and Responsibilities:

- Create sales ordres, sales invoices, packing slip and reporting.
- Create purchase ordres and product receipts and reporting.
- Create dispatch report, update and reporting.
- Stock analysis and reporting.
- Analysis of customers on monthly basis.
- Manage KPO Staff by recruiting training and coaching employee's communication and job expectations.
- If found any query regarding IPos.net troubleshoot & etc. resolved with the immediate keys.

➤ **Assistant Operations Manager and Admin at AKB Foot Wear**

(02-Nov-2021 to 31-Aug-2022)

Duties and Responsibilities:

- Provides administrative assistance to logistics coordinators.
- Scheduling appointments, meetings, and distributing important documents and mail as per required.
- Arrange for the collection and delivery of stocks.
- Check and balance every work should be done at time.
- Design, develop, implement, and coordinate systems according to policy and procedure.
- Analyzing operations and reporting to boss.
- Aging analysis of operations on a monthly basis.
- Manage Staff by recruiting, training, and coaching employees' communication and job expectations.

Academic Qualification

- **B.com**

(Continue)

(University of Central Punjab)

- **ICS (Physics)**

12-Sep-2012 to 12-Nov-2014

(Govt. Islamia College, Civil Lines, Lahore)

- **Matric (Computer Science)**

23-Jun-2010 to 25-Jul-2012

(New Naveed Public High School)

Skills Computer Expertise

- AX Dynamics 365
- Microsoft Dynamics AX (2012)
- Microsoft Retail Management Store (RMS)
- IPOS.net
- Web Based One Customs (Weboc-FBR)
- MS Office (Excel, Word)
- Windows Installation
- Surfing Internet

Reference

- Reference will be provided on demand.