

Muhammad Nasir

Summary

Who is seeking to find the opportunity to work in a fun and challenging working environment that will encourage me to improve and learn new and necessary skills as well as be motivated by the company to do my best for the sake of helping myself and the company advance in these modern times.



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0300-6361802

WORK EXPERIENCE

ERP / SAP

2021-2022

IESCO (Islamabad Electric Supply Company)

Feb-2021 – Present

SAP MM

Set up master data including material master and business partner / vendor master.

Master data like Material master and vendor master. Document types and procurement process includes PR,RFQ and PO.

Procurement process which includes inventory management, requisitions, purchase orders, receipts and issuances.

Reconciliation with respect to finance at every closing.

ERP Coordinator

Mahmood Group of Industries

2019 to 2020

Social welfare office work Managing Physical documents for archive searchable pdf and attaching them to Easy Enterprise to create paper less environment and for the sake of auditing purpose.

Achievement /Tasks

- Worked on MFL,RFL, MSM,KTM & MTM

Consultant / Trainer

Agriculture Office Shujabad

2018 to 2019

Social welfare office work

Nishter Hospital Multan

2016 to 2017

Social welfare office work

OTHER SKILLS

Adobe CS

Adaptable

Positive

Patients

Team Leader

PERSONAL SILLS

Good communications skills.

Excellent knowledge Computer applications.

Hardworking, honest and kind person.

Ability to work to deadlines white list ensuring accuracy and efficiency

Address:

Chak RS Tehsil Shujabad District

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EDUCATION

Msc

Social Science

BZU

2014-2016

B.com

BZU

2011-2013

D.Com

P.B.T.E

2008-2010

Matric

B.I.S.E

2006-2008

COURSES

IOSH (UK) Health & Safety

CERTIFICATION

ERP/SAP MM

Navttc in Islamabad

EXD Institute

LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

Punjabi

Full Professional Proficiency

Saraiki

Full Professional Proficiency

INTERESTS

Book Reading

Cricket

Listening Music

