



Ahsan Ali G

District MIS Associate

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Kamber Larkana Road, Larkana, Pakistan

Summary

An active participation in extracurricular activities, self confidence, management skills and knowledge of the field data Management, Mobilization, Reliable warehouse professional offering 4 years of experience field, data cleaning, reporting, managing shipping, receiving Security Servillance, and inventory operations. Well-versed in data management, inventory audits and product staging. Dedicated to accurate record-keeping, work site safety and timely issues resolution.

Skills

Warehouse Management | Team Player | Team Motivation | Reporting Skills | Monitoring Skills | Microsoft Office | Inventory Management | Interpersonal Skills | Field Communication | Distribution Logistics | Data Management | Computer Skills | Community Mobilization | Communication Skills | Basics Supply Chain | Administrative Skills | Accurate Record Keeping

Experience

Oct 2022 - Present

District MIS Associate

Islamic Relief Pakistan, Larkana, Pakistan

- Overall District base data Management.
- Uploading data in Excel & MIS.
- Maintaining close Coordination with field staff for issues resolution.
- Rectification of data with support of the teams.
- Compilation of assessment data in excel for distribution.
- Data Collection from field teams on a daily basis for time data punching.
- Reporting to district Coordinator on a daily basis.
- Coordination and assisting the programme team and other relevant staff members in regular data updates on MIS.
- Maintaining close liaison with the IT/MIS section on overall MIS related matters.
- Filling & timely record keeping.
- Any other tasks assigned by the Supervisor/Management.

Feb 2022 - Sep 2022

Data Entry Operator(Social Mobilizer in Covid-19 in 3 Campaign\'s Health Dep

Contech International Health Consultant/ JSI, Qambar Shahdatkot, Pakistan

- Preparing UC's & Taluka Field Report on daily basis.
- Monitoring of Field teams.
- Conducted awareness sessions and other awareness activities in the project targeted community.
- Updating immunization data against Vaccination on NIMS.
- Visiting Community & Market Sessions on Covid-19 organized by SRSO.
- Providing a daily/weekly activity planning and a weekly report to the Project Officer.
- Providing awareness-raising sessions in their community/refugee villages covering topics such as COVID-19, vaccination, health and hygiene promotion.
- Liaison and working with community groups and projects to ensure

accountability and best use of project resources.

- Collection of data from Outreach teams on daily basis.
- Preparing & Compiling report of field teams data in excel/spreadsheet on daily basis.
- Entering data into database software and checking to ensure the accuracy of the data.
- Reporting error, discrepancies to immediate supervisor of Field Teams.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Reporting to District Coordinator & Focal person on daily/weekly & monthly basis.
- Performing clerical duties such as filing record keeping, monitoring office supplies, scanning, and printing as needed.
- Completes additional assigned tasks as required.

Aug 2020 - Jan 2022

Warehouse Incharge

Bin Khaleel Super Mart, Larkana, Pakistan

- Responsible for timely purchasing of Food & Non-food items.
- Issuance of material from store to Shop.
- Management of petty cash.
- Arrangements of vehicle for stock movement.
- Maintaining of vehicle log book on daily basis.
- Ensuring stock level are managed and controlled effectively.
- Maintaining high standard of material handling.
- Updating & maintaining computerized data & paper based. administrative records.
- Making GRN/MRN of received item in Store form the vendors.
- Managing all process and functions within warehouse.

Feb 2019 - May 2020

Jr. Store/warehouse officer (Raw Material & Finished goods stores)

Rehmpack Pvt Ltd., Karachi, Pakistan

Management of local parts & consumable items in warehouse

- Fleet Management. Making GRN / MRN of Received item in Store form the vendors.
- Making Delivery Note against Sale Order Number & Delivered Dispatch to Customer.
- Issuance of Consumable items for different Departments against Material issue slip.
- Assisting Production Planning department in forecasting and ordering of Local Parts & Consumable items.
- Maintaining close liaison with vendors through Proc. Dept. and Dev. Dept. for timely supply of parts.
- Preparation of shortage list (Local parts) on daily basis as per received supplies.
- Arrange occasional Physical stock taking of store and their verification with computer balances.
- File maintaining for all documents of related vendors & supplies. Maintaining overall discipline in the Warehouse.
- To report on pending receipts waiting against purchase orders. (Weekly basis).
- Stock replenishment of consumables according to production plans. Ensure proper and timely documentation of all types of receipts and issues.
- Preparation of Gate Passes for parts and other items moving out from Plant on

Returnable/Non-Returnable.

Nov 2016 - Dec 2018

Warehouse & Logistics Supervisor

Noor Mustafa Traders Larkana(Distribution Of Lays PepsiCo & Mayfair),
Larkana, Pakistan

Responsible for completely Servilliance of Warehouse.
Making Delivery Notes.
Making sure stock dispatch & Received as per Invoice.
Management of Warehouse security.
Timely reporting to the Manager in case of any laps found.
Supervising Warehouse & Security Staff.
Performing internal inventory on weekly Basis.
Planning dispatch routes.

Education

- 2016 **Quaid-e-Awam University of Engineering, Science & Technology**
Certification , BASIC INFORMATION TECHNOLOGY
Computer Sciences and Information Technology
Grade: A
- 2015 **Shah Abdul Latif University**
Bachelors in Commerce , B.Com
Accounting,Accounting & Finance,Commerce
CGPA: 3.2/5
- 2013 **Govt arts & Commerce College**
Intermediate/A-Level , I.Com
Commerce
Percentage: 56%
- 2013 **Dotcom Institute of Information Technology Larkana**
Short Course , Cit
Information Technology
Grade: A
- 2011 **Govt (P) High School Kamber**
Matriculation/O-Level , Matric
Science
Percentage: 59%

Languages

Sindhi
Expert

Urdu
Expert

English
Intermediate