

ABDUL RAHEEM

OPERATIONS / ADMINISTRATION / INVENTORY MANAGEMENT



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CNIC: 41201-3849052-3 - D.O.B 15th March 1978.

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Professional Summary

- More than 20 years of experience in operations, accounts, stock and inventory management.
- Well versed with procurement, supply chain management, logistics control, and administration processes.
- Educational background in business and economics.
- Proficient in computer skills and able to operate multiple applications and platform Simultaneously.
- Well versed with MS word, MS Excel, and other daily use software.
- Strong project management, organizational, and communications skills.
- Possess effective problem solving and multi-tasking skills.
- Determined to comprehends complex ideas, acquiring new skills, and adapting to new Roles and responsibilities.
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EXPERIENCE

SOCIAL MOBILIZER

(CMAM) Nutrition project
Accelerated Action Plan Health Department
Government of Sindh Karachi (Dec: 2020 – Till today)

- Identification / formation of community Organization (COBs) / Cos to take lead role, ownership and management of the rehabilitation / development activities in project areas.
- Outreach coordination with relevant stockholder's & proactively communicate any issues that might affect the project implementation and engage community support with guidance from the project officers.
- Assistance to project officers in preparation and submission of case studies / success stories.
- Coordination with government and private health facilities for satellite OTPs.
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ACCOUNTANT / STORE OFFICER

Banu Mukhtar Contracting (Pvt.) Limited. (Mar.2008 – Oct: 2019,
Karachi, Pakistan.)

- Prepare, examine and analyze accounting records, financial statements and other financial reports to asses accuracy, completeness, and conformance to reporting and procedural standards.

- Manage all accounting entries and transactions.
- Reconcile accounts payable and receivable.
- Prepare financial statement and produce budget according to schedule.
- Receives store deliveries and checks actual store inventory against computerized record.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, and monitoring clerical functions.
- Familiarity with standard concepts and best practices in a stockroom or warehouse environment.

ADMIN/STORE INCHARGE

Railway Constructions of Pakistan Ltd. { Dec: 2005 – Feb; 2008}
Karachi, Pakistan.

- Responsible for managing the timely receipt of material / items and store / stock yard.
- Analyzed and proactively reacted to inventory planning, maintaining proper inventory metrics such as stock – ins turnover, and flow etc.
- Plan and coordinate administrative procedure and devise ways to streamline processes.
- Organize and supervise other office activities and ensure operations adhere to policies and regulations.
- Proven knowledge of bookkeeping and accounting principles, practices, standards, rules and regulations.

SENIOR TIME KEEPER

Anoud Textile mills (Pvt.) Ltd. {July 1998 – Jan. 2004}
Noori Abad, Pakistan.

- Maintained inn -out timing and attendance record of employees.
- Prepared employee's daily strength report and physical checking of all staff and labor.
- Maintained an accurate track of hours for payroll purposes.
- Preparing and updating all record of employment related to hiring, transferring, promoting and terminations.
- Responsible for employee leave record, leave n cashment, and put-up the files to higher authorities.
- Handles working with payroll to ensure employees get paid on time and correctly.

QUALIFICATION

- **Masters of Arts (M.A) Economics**
University of Sindh, Jamshoro, Pakistan. 2013
- **Bachelor of Arts (B.A) Economics**
University of Sindh, Jamshoro, Pakistan. 2011
- **Intermediate Arts (BISE)**
Hyderabad Pakistan. 2008

REFERANCES

Hafeez Ullah

**Assistant Manager Accounts & Finance
Banu Mukhtar Contracting (Pvt.) Ltd.**

Saeed Ahmed

**Nutrition Project Manager
Accelerated action Plan health department
Government of Sindh.**

