

Muhammad Furqan



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Gulshan-e-
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10 Raza
square
Karachi,

Objective

Seeking Challenger Position to develop my Qualification & Expertise to the Level of Excellence and make signification contribution towards profitable growth to some dynamic organization, which appreciate the dedicated performance.

Qualification

- Bachelor of Commerce from Karachi University (2007)
- Intermediate Commerce in (2003)
- Matriculation (Arts) in (2000)

Professional Experience

- ✚ Worked as a customer service manager (Shell Askari Petrol Station)

Experience

Nov-2020 to Dec-2022

Responsibilities

- To Make Daily Safety Training Employs
- To Make Fort Court In charge.
- To Make Promotion Office Shell V- Power Petrol

- ✚ Worked as an SAP distribution executive at Dairy land pvt.Ltd

Experience

July-2018 to Nov-2020

Responsibilities

- To maintain daily sale final in excel and SAP.
- To maintain record of cash and credit bills.
- To maintain pay mint statement of different parties.

- ✚ Worked as an Officer at Dairy land pvt.Ltd

Experience (Warehouse Officer)

July-2016 to July-2018

Responsibilities:

- **Maintain stock of Raw & Packing material on daily basis.**
- **Dispense Raw & packing material to production.**
- **Maintain Consumption record of all material at the end of every month.**
- **After receiving of every material generate GRN.**
- **Monitoring all perishable material on daily basis.**
- **Monitor differences in inventories during issuance & return.**

Experience (Account Officer)

July-2011 to July-2016

Responsibilities:

- **Responsible for timely and correct posting of all purchase & Bank Payments Vouchers in SAP Buniess1.**
 - **To make Purchase Order, Goods Received Not, Payable Invoice.**
 - **To make Outgoing Payments.**
 - **To make Cheque's.**
 - **To make All Employ Monthly Salaries posted in Sap.**
 - **Preparation of All Monthly Bank Reconciliation Report.**
 - **Reparation Daily Bank Position Report.**
 - **Preparation E payments slip and submit monthly withholding Tax.**
 - **Preparation and Handle all Bank check of organization.**
- ✚ **Work as SAP supervisor in ICI Pakistan Chemicals Ltd. On contract of M/S SB Engineering 2007 to June 2011.from**

Experience

June-2007 to june-2011

Responsibilities:

- **Posting of all raw materials (imported and local), finished goods and trading material in SAP.**
 - **Supervision of all physical warehouse related activities, as per defined Security, Safety, Health & Environment standards (SSH&E Standards).**
 - **Supervising a team of 20 labor staff to complete assigned tasks according to Safety, Health & Environment standards (SSH&E Standards).**
 - **Manage separate and proper product wise stacking of QC approved and rejected material.**
 - **Preparation of monthly stock reconciliation reports (SAP vs. Physical Stock).**
 - **Arrangement of transport for dispatches to local customers, exports, and distributors and to other ICI locations in Pakistan as per plan given by sales.**
 - **Issuance of raw material to plant and posting of received finished goods.**
 - **Coordination with Marketing Department and Providing up dates about the Products levels.**
- ✚ **Work as an Assistant Accountant (M/s Global Chemicals Corp.)**

Experience

02 Years

Responsibilities:

- **To handle all banking operation.**
- **To maintain computer-based Sales Record of all Customers.**
- **To prepare Invoices.**
- **To check & Control monthly Stock Position of material 03 different warehouses.**

✚ **Worked as a junior Auditor (Abdul Wahid & Co. (Chartered Accountants)**

Experience

1.5 Years

Responsibilities:

- **To make outdoor & indoor schools Audit**
- **To handle all banking operation.**

Technical Qualification

- **Short Course on Computer (Ms. Office)**

Projects And Reports

- **Microsoft Office 2007 (Word, Excel, PowerPoint, etc.)**
- **Typing, Writing, Data Entry, Software and Windows Installation, Troubleshooting**

Personal Skills

- **Ability to get on with and maintain relationships with a wide range of people.**
- **Ability to Internet (Email, Surfing, Downloading, Searching etc.)**
- **Windows (98, ME, XP)**

Extra Curricular Activities

- **Reading newspapers, surfing informative web sites, etc.**
- **Gathering information regarding current affairs and economic conditions**

Personal Information

- **Father's Name** **Muhammad Ikram ud-din**
- **Date of Birth** **19 June,1984**
- **Religion** **Islam**
- **Domicile** **Karachi**
- **C.N.I.C #** **42101-1174242-5**
- **Material Status** **Married**