

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:

0318-4121372 (WhatsApp)
0322-9149928

Field of Specialization: Operations/Admin, Supply Chain, Inventory Officer

Email: work.mqasim22@gmail.com

Professional Experience

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

(November-2021 to Continue)

Duties and Responsibilities:

- Responsible for managing the daily operations in production, logistics and supply chain management.
- Provides administrative assistance to logistics coordinators.
- Arrange and manage appointments, meetings, events and distributing important documents as per required.
- Create and maintain the daily and monthly reports on purchase and expense transactions in Excel.
- Monitoring the time table of employees attendance.
- Check and balance every work should done at time and analyzing the all operations and reporting to boss.
- Design develop implement and coordinate systems according to policy and procedure.
- Manage Staff by recruiting training and coaching employee's communication and job expectations.

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

(March-2019 to November-2021)

Duties and Responsibilities:

- Create the new items, new vendors and new customers in system.
- Create the purchase orders, product receipts and reporting.
- Update the OTIF and planning excel file and reporting.
- Create sales orders, sales invoices, packing slip and reporting.
- Create dispatch report, update and reporting.
- Stock analysis and reporting.
- Analysis of customers on monthly basis.
- If found any query regarding IPoS.net troubleshoot & etc. resolved with the immediate keys.

➤ **Export Department (Computer Operator) at Afzal Brothers Flour Mills**

(February-2018 to March-2019)

Duties and Responsibilities:

- Create and maintain the export invoices, reporting and also 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 also 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.

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

(March-2015 to February-2018)

Duties and Responsibilities:

- Enter purchases (**Imports & Local Bills**) in system and reporting.
- Create the new items and new vendors in system and coordinate with Head Office.
- Maintain the containers (**Imports**) files and also check and balance.
- 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.

Academic Qualification

- **B.com (IT)**
(2021)
(University of Punjab)
- **ICS (Physics)**
(2014 Bise Lahore)
(Govt. Islamia Civil Lines College, Lahore)
- **Matric (Computer Science)**
(2012 Bise Lahore)
(New Naveed Public High School, Lahore)

Skills Computer Expertise

- AX Dynamics 365
- Microsoft Dynamics AX (2012)
- Microsoft Retail Management System (RMS)
- IPos.nets
- Web Based One Customs (Weboc-FBR)
- MS Office (Excel, Word)
- Windows Installation
- Suffering Internet

Reference

- Reference will be provided on demand.