

# ABDUL JABBAR



## SUPPLY CHAIN MANAGEMENT AND COMPUTER OPERATIONS

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### EDUCATION

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**Masters in International Relations**

University of Baluchistan - Quetta (April- 2018)

**Bachelor of Arts:**

Economics, Political Science, Brahvi (language)  
University of Baluchistan – Quetta (Jan- 2016)

**Higher Secondary School (I.C.S)**

Computer, Physics, Math  
Gov. Science College - Quetta (Sept- 2012)

**Secondary School (Matriculation)**

F.G Boys High School – Quetta (June-2010)

### WORK EXPERIENCE

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**Company: PPHI-B (UNFPA project), Quetta.****Job: Warehouse Officer**

Feb 2022– Till Now

As a Warehouse Officer, I am responsible for overseeing the efficient and effective operation of warehouse activities (32 districts and 724 HFs). My role involves managing inventory, coordinating shipments, maintaining records, and ensuring the overall smooth functioning of the warehouse. I am adept at optimizing storage space, implementing inventory control measures, and maintaining a safe working environment for warehouse personnel.

**Responsibilities:**

- Unloading the truck and inspection of goods as per demanded and received from the vendor.
- Picking and packing different materials for the requested demand of center/customer orders.
- Arranging transportation vehicles (e.g. pickup, truck as needed) for safe shipment of goods towards targeted center/customer.
- Preparation and arrangement of documentation for audit and quarterly assessments.
- in case of inventory discrepancies and damaged/defective material that would impact customer service the supervisor and vendors are informed of the replacement of those items (e.g. Inspection of goods received and issued)
- Maintain workplace cleanliness and safety by removing empty cartons, metal banding, pallets, and other debris.
- Perform other tasks as requested by supervisor (e.g. reporting, latter, assessment, demand sheets to vendors)

### PROFILE

Dedicated and results-driven Warehouse Officer with over **+7 years** of experience in supply chain management and computer operations within the health sector. Demonstrated ability to resolve complex problems, enhance customer satisfaction, and drive overall operational improvements. Thrives in fast-paced environments, maintaining a confident and good-humored demeanor under pressure.

### OBJECTIVE

To seek a responsible position with a progressive focused organization where I can make use of my knowledge and organizational skills

### CONTACT

**PHONE:**  
+92-312-0085045

**LinkedIn:** [linkedin.com/in/jb-shahwani-744202164](https://www.linkedin.com/in/jb-shahwani-744202164)

**EMAIL:**  
[jbshahwani@gmail.com](mailto:jbshahwani@gmail.com)

**Address:**  
Quetta, Balochistan, Pakistan.

## SKILLS

- Management
- Strong decision maker
- Negotiation
- Determined
- Teamwork
- Analytically strong
- Flexibility
- Communicative

## LANGUAGES:

- English
- Urdu
- Hindi
- Brahvi (Native)
- Balochi
- Sindi

## OTHER SKILLS

- MS Word (Excel, PowerPoint, Word).
- Google Sheets.
- Outlook. ETC
- Database Management

**Company: Yaseen Hospital, Quetta.**

**Job: computer operator**

January 2016 – December-2018

### Responsibilities:

- Data entry of Patient's details in MS office.
- Processing and Generating Reports
- Record keeping of patient's day-to-day.

### Short Courses and Diplomas

1. **Diploma in Supply Chain Management (Feb-2023)**  
CILT (UK) 3 months' course, Pakistan.  
Membership : CILT Pakistan.
2. **Basic Quantification and Forecasting (Aug-2019)**  
UNFPA 3 days Training, Islamabad
3. **Advance Diploma in Information Technology, (Jan-2019)**  
Times Academy, Quetta.
4. **English Language (2016)**  
Real Academy, Quetta.
5. **Carpenter (2011)**  
EME center, Quetta Cantt.

### Personal Information

Father's Name:	Abdul Nabi.
Nationality:	Pakistani.
D.O.B:	03-01- 1993.
Religion:	Islam
CNIC :	54401-5050586-3

REFERENCE WILL BE PROVIDED ON DEMAND.