



## AKHTAR HUSSAIN WARRANT OFFICER (RETD) PAF

Village & Post Office Roda Tehsil & Distt. Khushab  
03006007594 | malikakhtar623@gmail.com

### Profile

- Retired Junior commissioned officer (JCO) rendering 24 years maritorious service in Pakistan Air Force. Capable to perform Administrative, Managerial, Technical, Organizational, Safety, Security and Instructional duties.

### Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### Education

- School of Aeronautics Korangi Creek** 1998  
Diploma of Associate Engineer (Mechanical)  
Pass / B
- Govt.High School Roda Khushab** 1994  
Matric  
503 / B

### Professional Courses

- Junior commissioned officer miltry leadership and command course
- Quality control/Quality assurance program course
  - Maintenance resourse management course
  - Skill enhancement program (SEP) supervisory course
  - Computer course (C.A.A)

### Experience

- Din Industries (Pvt) Ltd** Jan,2021 - Aug,2024  
Store Assistant
- Pakistan Air Force (Technician)** June,1998 - Dec, 2019  
SEP Evaluator / Engineering

## Skills

- **Key Responsibilities:** **Inventory Management:** Oversee and maintain accurate inventory records of all materials, spare parts, and tools etc. implement and maintain inventory management systems to ensure efficient stock control and replenishment. **Stock Handling:** Manage the receiving, storage, issuance, and dispatch of materials, ensuring quality and compliance with company's SOPs and regulatory requirements. Work closely with suppliers and procurement teams to ensure timely delivery. Maintain detailed and accurate documentation for all stock transactions; generate regular inventory and usage reports for management review. **Inventory Audits:** Conduct routine stock counts, cycle counts, and regular inventory audits to maintain stock accuracy and prevent discrepancies. Ensure all materials are handled, stored, and disposed of in accordance with company and regulatory standards, particularly for hazardous substances. Strong ability to manage and maintain precise records. **Problem-Solving:** Proactive approach to identifying and addressing inventory challenges. **Time Management:** Efficient in managing time and resources to meet demands. Works well within a cross-functional team. **Instructional Duties:** Monitoring, Evaluations, Endorsement, On the job training, Skill enhancement program, Coaching Classes and Examination activities. Have experience in Computer (MS Word, MS excel, Powerpoint & Auto CAD).

## Language

- Urdu , English , Punjabi