**Basit Ali Kalper**

0311 7081820

basit.bugti33@gmail.com

SARIYAB MILL COLONY SARIYAB ROAD , Quetta

***PERSONAL INFORMATION:***

Father Name : Anwar Ali

Date of Birth : 19-05-1993

CNIC No : 54401-3778784-7

District : Dera Bugti

Qualification : B.Sc

Religion : Islam

Marital Status : Married

***Education:***

* **Qualification Division Year Board/University**
* Metric 1st 2012 Sadiq Public School Bahawalpur
* F.sc 2nd 2014 Sadiq Public School Bahawalpur
* B.Sc 1st 2017 University OF Balochistan Quetta

***Computer skills:***

* Basic Computer Skills
* Html
* Ms office
* MS Dynamics 365
* Power BI

***Personal skills:***

* Creative.
* Enthusiastic “Can do” attitude.
* Able to work under pressure and meet deadlines.

***Experience***

* **Key Account Executive at Diners**
* **Branch Manager at Rider-Powered by TPL ( Oct-2021 to July-2023 )**
* **Hub Manager at Forrun Pvt Ltd ( Aug-2020 to Oct-2021 )**
* **Supervisor at Daraz Hub Quetta ( May-2019 to July-2020 )**
* **Assistant Manager at Leopard Courier Service Quetta ( May-2015 to May-2019 )**
* **Cashier at Leopard Courier Service Quetta**

***Langation***

***Languages:***

English

Urdu

* ***SUMMERY***

1 . I am a qualified & motivated supply chain & logistics executive having command on Supply Chain , Procurement & logistics Zonal Management .

2. I managed Warehouse , fleet management & timely delivery of 1500+ shipments on Daily

3. Convincing communication skills and decent oral & written English skills.

4. Customer Service Dealing, Complete requirements on Customers Demand.

5. Maintain Accurate record of in and out easy to track via Data.

6. Account Officer

• Keep accurate records of all daily transactions

• Process Invoices

• Prepare monthly , quarterly & Yearly Financial reports

• Reconcile Bank Statements

• Track bank deposits & payments

• Prepare Financial Reports

7. Manage Sales Report , Forecast , Targets on Daily Weekly & Monthly Basis .

8. Manage Inventory , Transfer In & Transfer Out Data , Maintain record according to Details.

9. I possess strong analytical thinking , decision making ability & outstanding organization aptitude to provide input to strategic supply chain issues while implementing forward thinking management strategies

10. Goal-driven supply chain handler with prowess to handle end-to-end value stream management & all aspects of supply chain

11. Highly skilled in Providing top notch customer service & supply chain , worked with passion & energy . Worked all my way up through different positions & gained a lot of Experience throughout years