

 **Admin Officer**

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3

 years of Experience

**EJAZ AHMED**

**aijazzaib@gmail.com**

**Warehouse officer**

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of

Experience

**Supervisor**

03063899570

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03402353783

**SUMMARY**

I am Ejaz Ahmed from District Mastung. I have worked with various projects and organizations, and I have the best experience in the fields of administration, supply chain, and warehouse management. I have worked with outstanding requisition (OSR) ideas. In my supply chain position, I used to do daily and weekly meetings with vendors, suppliers, and my team to ensure that the supply to-site works smoothly and improve efficiency by implementing new ERP and supplier management processes. I have experience working with different software of stores likewise ACCAPP.

**ADMIN OFFICER.**

* Performed duty as Administrator.
* Check day-to-day Administrative operation.
* Maintain and update records accurately.
* Facilitate communication and coordinate staff activities.
* Manage budget and financial transactions.
* Assist in recruitment and manage employee records.
* Oversee maintenance of institute facilities.
* Plan and organize institute events and meetings.
* Implement and enforce institute policies.
* Develop and implement emergency response plans.
* Engage local, authorities, and stakeholders.

**STORE PERSON.**

* Expert in Lifting Plan Confined Space (JESA)
* Received all deliveries and checked the goods received.
* Liaised with suppliers about deliveries and discrepancies in stock.
* Kept detailed records of shortages and spares of items.
* Updated inventory management systems regularly.
* Picked and delivered goods by using a forklift.
* Organized and delivered goods from the store to the department that required them.
* Helped HSE department boys with Chairing Toolbox meetings (till now chaired 25+ meetings).

**National Logistics Cell Manger.**

* Experienced in Import and export and Clearing Agent Companies’ rules and regulations.
* Made travel plans for the drivers and employees, as their duty plans, and reported to the General Manager.
* Supported the other Departments logistically.
* Participated in team-building activities and provided expertise and experience to subordinates.
* Utilized all available communication channels to actively engage within the team and with other departments cooperatively and kindly.
* Ensured that the Administration division was running smoothly, effectively, and on schedule by managing and overseeing all activities.

**WAREHOUSE OFFICER.**

* Had a great experience working with CD codes and FM item numbers,
* I made a Requisition and Delivery Note (DN) which has been praised by many experienced warehouse and supply chain management.
* Had hosted many outstanding requisition (OSR) meetings and was familiar with OSR and goods tracking.
* Had a good experience working with the "Min Max " term in stores and fast and least moving items.
* Maintain receipts, records, and withdrawals of the stockroom.
* Perform other stock-related duties, including returning, packing, and labeling supplies labeling supplies.
* Inspect deliveries for damage or discrepancies; report those to the Main warehouse for reimbursements and record keeping.
* Rotate stock and coordinate the disposal of surpluses.
* Any other duties as directed by the direct Supervisor.
* Knowledge of proper bookkeeping, inventory management, storekeeping, inventory control, and recordkeeping with mining

# CAREER OBJECTIVE.

My career Seeking a challenging and rewarding position in a fast-paced environment where I can utilize my skills and experience in administration, supply chain management, and warehouse operations to improve efficiency and productivity.

# SKILLS

**Microsoft Office**

**Corel draw and ACCAPP (An app made to make requisition and delivery notes**

**Data Entry Management**

**Supply Chain Management**

**Leadership**

**Communication**

**Problem-Solving**

**Critical Thinking**

**Time Management**

 **Safety Management**

 **Data collection, analysis of Dat**

## Academic Records

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|   | **Degree/Course**  | **Major Subjects** |  **University/Board** | **Percentage** |
| **MASTERS IN ECONOMICS**  | International Economics, Statical Economics, Economic Development,  | University of Balochistan  | 50% |
| **Bachelor in Social Sciences** | Economics, Sociology, English | University of Balochistan | 56% |
| **Diploma in Commerce** | Financial Accounting, Banking, Economics, Principles of Commerce |  Balochistan Board Quetta | 64% |
| **Matriculation** | Physics, Chemistry, Biology, Mathematics  | Balochistan Board Quetta | 60% |
| **Bachelor of Physical Education** | Theory of Games, Anatomy and Physiology Health Education  | University of Balochistan | 61% |
| **Bachelor of Education** | Human Development and Learning ,Evaluation, and Guidance, School organization and management  | University of Balochistan | 65% |
| **Professional Diploma (ADIT)** | MS Office, Adobe, in page, HTML,  | Real institute of IT | 75% |
| **STRENGTHS**  |  |  |   |  |  |
| Communication, leading role in projects, Leadership, problem **AREAS OF INTERESTS**  | Solving |  |   |  |  |
| Leadership, Field work, Administration**HOBBIES**  |  |  |   |  |  |
| Reading Books, Cricket, Gardening **PERSONAL DETAILS**  |  |  |   |  |  |
| **Address**  |  |  | RCD Road Killi Rodeni Pringabad Mastung , Balochistan,88100  |  |  |
| **Gender**  |  |  | Male  |  |  |
| **Nationality**  |  |  | Pakistani  |  |  |
| **Marital Status**  |  |  | Single  |  |  |
| **Languages Known** **DECLARATION**  |  |  | English, Urdu, Balochi, Brahui, Pashto, Sindhi  |  |  |

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I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Ejaz Ahmed