

Haroon Khan (Warehouse Officer)

Address: House# Shakas Jamrud district Khyber.

Cell No: +923038339016.

Domicile: district Khyber, Year of Birth: 1994

E-mail: haroonkhanafri335@gmail.com

CAREER OBJECTIVES:

A proactive and problem solver warehouse officer with proven abilities to manage and overview the system balances and physical balances. I am currently seeking a role with opportunities to learn in a reputable organisation for long term to use and explore my skills.

EMPLOYMENT

Dec 22 _ Up to date

Gerry's Visa

Position: Biometric Officer

Sep 22 – Dec 22

Imtiaz Mega Peshawar

Position: Associate GRN

March 22 – Aug 22

Bazaar warehouse Peshawar

Position: Picking Coordinator

May 17 – April 19

Northern Bottling Company (Pvt) Ltd Peshawar

Position: Warehouse Officer at Pepsi

- Reconciliation of physical balances with system
- Uploading records of Vehicles in Portal
- Working on SAP Software modules

Mar16 – Mar17

National Internship Program under Prime Minister's Youth Training Scheme

Position: Internee.

Directorate General Sports and Youth Affairs KPK

Adjusted in the office of District Sports Officer

Mar15 – Jan16

City University of Science and Information Technology Peshawar

Position: Office Admin Assistant.

CERTIFICATES

2019

Office Automation Course

Zed Education System

2015

Pakistan Institute of Public Finance Accountants

Recognized by ICAP

EDUCATION

2017

Bachelor of Commerce (B.com)

Govt. College of Management Sciences Jamrud

Grade: 51% , B

2012

H.S.S.C

Board of Intermediate & Secondary Education Bannu

Grade 76%, A

2010

S.S.C

Haroon Khan (Warehouse Officer)

Board of Intermediate & Secondary Education Bannu
Grade 76% , A

SKILLS

Typing. 35 wpm in English.

IT Jave+ ,Wordpress, MS Office 2016, SAP modules, Bespoke system Design, Amadeus Reservation system.

Communication Dropbox, Team viewer, Join Me In, Echo sign, PDF Pro& Review,

PROJECTS:

Academics Per semester project completed on time

Final year Presentation of Financial statements

Employment Development of proper record system

WHEN I AM NOT WORKING I

- Follow sports,reading books and newspapers
- Regular update professional knowledge,
- Keen Interest in cyber security
- Gathering and socialising.

References available upon request.