



HAFIZ TAYYAB ALI S/O IFTIKHAR AHMAD

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Residence: KPK Peshawar. (Pakistan)

Summary

Master in Islamiat

Have got the ability to work independently and as a part of team. Encourage new ideas to focus consistently on continual improvement through people involvement.

Objective

Seeking a challenging Mid-Level Career position that will capitalize on my experience & will add real value to the organization's mission. To develop/ lead a team of Professionals to be responsible for planning, directing & executing all aspects in the areas of responsibilities.

Experience

March-2013 to till date in S.Ejaz-ud-din & Co, Pakistan

Specializing in a full range of services including sales and distribution, Marketing, Ware housing, logistics, Brand Management and key accounts Management.

Warehouse Officer

Working for S.Ejazuddin & Co Peshawar Branch to manage the Market and warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements

Major Role & Responsibilities

- To move inventory by scheduling materials to be moved to and from warehouse coordinating inventory transfer with related departments.
- maintain a positive outlook for the brand in the market and internally in the work environment
- Deliver supplies and equipment to departments by receiving and transferring stock.
- To maintain inventory by conducting weekly physical counts; reconciling variances, inputting data.
- Updates job knowledge by participating in education opportunities
- To accomplish warehouse and organization mission by completing related results as needed.
- Update bank account on daily basis.
- Maintain marketing sale on daily basis with head office.

Major Achievements

- Maintained monthly production schedules with minimal change
- Through team building, motivated personnel to maintain efficiency levels
- Maintained appropriate inventory levels and provided product loss control
- Allocated necessary space for stock rotation and assisted with proper FIFO process.

- Manage the facilitation in a very good environment for the communication & dealing

Dec-2011 to March 2013 Computer Operator in Daily Jiddat News Paper Peshawar.

Major Role & Responsibilities

- To Prepare the Front Page of News Paper on Daily Basis and also recordkeeping of Attendance
 - To prepare News for Staff by getting News from Television and other Media web sites.
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Part Time Job

KPTA Assistant Chief Examiner:

Work as assistant with major three project of Khyber Pakhtunkhwa Testing Agency as Assistant Chief Examiner (Swat university, Agriculture University, Paraplegic Centre Peshawar)

HTS Monitoring Officer:

Work as Monitoring Officer with Hiring Testing Services for their project in Peshawar

FBISE DAMS invigilator:

Digital Attendance & Monitoring System invigilator from the FBISE in Fazaia Degree College (Shaheen Camp Peshawar)

Computer Command in Following Software:

- System Application and Products (SAP)
 - Well user of In-page & Coral Draw.
 - 30 WPM Speed.
 - Well known of MS Office.
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Personal

Born on Jan 15, 1990. Belongs to very respectable family of Peshawar, Pakistan.

I am 5 feet 10 inches tall, 72 KGs and in excellent health.

Married in April-2016

Languages

Till date education in English Moreover good command in Urdu, Pashto Punjabi and Hindko.

Education

M.A (Islamiat) (2014)
Peshawar University As Private Candidate

BA (Maths Statistics and Economics) (2011)
Govt Superior Science College Peshawar.

HSSC (Computer Science)(2009)
PPC Inter College, Peshawar, Pakistan

SSC (Science) (2006)
Peshawar as Private Candidate.

Hafiz-e-Quran in (2009)

Tanzeem-ul-Madaris (Ahal-e-Sunat) Pakistan.

English Language Course (2009)

NUML University Road Peshawar.