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Syed Asjad Ahmed Karachi Pakistan

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**CAREER OBJECTIVE**

* Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

**✓****Global Exports – Karachi, Pakistan**

**Assistant Auditor**

**Responsibilities:**

* Determine the scope of internal audit
* Prepare and presents reports that clearly reflects the audit results
* Obtain, analyze, and evaluate accounting documentation, reports, and data
* Assist to document the audit process and prepares audit findings
* Assist to do a follow-up on the audit assignments giving to other auditors
* Check all accounting process and clients’ databases
* Regularly update clients’ accounts so as to function properly
* Prepare financial statements and tax returns, and present same to the management
* Evaluate the internal control of the organization or company
* Work harmoniously with external auditors as requested by the organization
* Performs other related tasks as assigned by the management.
* Knowledge Of Software We Are Using In Textile G-TECH (DRESSCODE) , BUSY SOFTWARE

**✓** **Emirates Flight Catering Service – Dubai, UAE**

**Catering/Warehouse Assistant**

* November 2018 to November 2019

**Responsibilities:**

* Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas
* Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
* Dispose of damaged or defective items, or return them to vendors.
* Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
* Receive and count stock items, and record data manually or using computer.
* Examine and inspect stock items for wear or defects, reporting any damage to store keeper.
* Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
* Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
* Keep records on the use and/or damage of stock or stock handling equipment.
* Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
* Prepare products, supplies, equipment, or other items for use by adjusting, repairing or assembling them as necessary.
* Determine sequence and release of back orders according to stock availability.
* Drive company vehicles in order to pick up incoming stock or to deliver parts to designated locations.
* Manage all warehouse activities in the absence of stores/ logistics in charge
* All other responsibilities instructed by the stores/ logistics in charge or the Management.

**✓** **PepsiCo – Karachi, Pakistan**

**Warehouse Assistant**

July 2016 to September 2018

**Responsibilities**

* Manage the flow of products and stock through a warehouse.
* Responsible for receiving and sending goods to and from the warehouse.
* Move inventory and materials across facilities.
* Process inventory for delivery Sort organize and store inventory in the proper location.
* Package items and label correctly Scan delivered items and ensure quality.
* Stack and organize large bulk items Remove inventory from trucks or shipping and delivery to proper location
* Operate heavy machinery like forklifts to move or store inventory Ensure workspace is free of debris and remove safety hazards from aisles
* Work as an active team member to complete team goals Prepare documentation and inventory for audits
* Facilitate the receiving, organizing and shipping of products in a warehouse setting.

SKILLS:

* Team Work
* Packing
* Record Keeping
* Math’s
* Pallet Jack Operations
* Safety
* Accuracy
* Communication
* Unload / Offload
* Product Knowledge
* Strategic Thinking
* Organization
* Data processing
* Equipment Maintain
* Accounting
* Administrative
* Language
* Fast learner
* Analytical

**✓ Shahjee Collegiate – Karachi Pakistan**

**Administrative Assistant**

**Responsibilities**

February 2014 to June 2016

* Setting up computers and other hardware devices.
* Meeting with the IT team to determine the sequence of operations.
* Starting operations by entering computer commands.
* Monitoring error and stoppage messages.
* Correcting errors, loading paper, and adjusting equipment settings.
* Troubleshooting equipment malfunctions and software errors.
* Responding to user requests and problems.
* Performing preventative maintenance.
* Maintaining supply inventory.
* Ensuring the security of the company’s computer systems.

**EDUCATION:**

* **A.C.C.A In Progress – Mirchawala Hub Of Accountancy**
* **Associate Degree In Commerce In Progress - Karachi University**
* **Intermediate In Commerce Completed – Board Of Intermediate**
* **Matric In Computer Science Completed – Cambridge School**

* **ADDITONAL ACTIVITIES:**

(Busy) Software

(G-Tech) DressCode

Microsoft Office

Basic Knowledge OF IATA

* **CERTIFICATON:**

OPERATIONS DEPT **(EMIRTAES FLIGHT CATERING) DUBAI, UAE**

**Reference:**

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Owais: +971569955421

Ubaid Malla Auditor : +923332248170