



## MUHAMMAD QASIM IQBAL

### ABOUT ME:

I am Expert in Administration, and Coordination. A highly motivated professional with extensive experience in Warehouse Supervision seeks a challenging position that capitalizes on initiatives, resourcefulness and dedication. I have worked in different companies Private and Government sector for about three and half years. I am able to manage inventory, placement according to demand; and motivate my team through different challenges. I love to work with my staff as a team member and motivate them to show my work delivers on time. I keep my eyes on each and every detail to make sure the process perfectly and smoothly working. I am making sure that daily dedicated tasks were completed on time with Passion and Full Attention. Wherever I work makes sure to be honest and true to myself and the person or company I am working with.

### WORK EXPERIENCE:

Jan 2020 - Aug 2021	<p><b>Pakistan Telecommunication Authority (PTA)</b> <b>MANAGEMENT TRAINEE OFFICER</b></p> <p><b>My key responsibilities included:</b></p> <ul style="list-style-type: none"><li>Preparing, organizing and storing information in paper and digital form</li><li>Dealing with queries on the phone and by email</li><li>Greeting visitors at reception</li><li>Managing diaries, and scheduling meetings</li><li>Arranging travel and accommodation</li><li>Arranging post and deliveries</li><li>Taking minutes of meetings</li><li>Typing up letters and reports</li><li>Updating computer records using a company internal portal</li><li>Printing and photocopying</li><li>Ordering office supplies</li><li>Maintaining office systems</li><li>Liaising with suppliers and contractors</li><li>Liaising with staff in other departments, e.g. finance, HR</li></ul>
Oct 2017 - Oct 2019	<p><b>Speckles Pvt Ltd</b> <b>PRODUCTION OFFICER</b></p> <p><b>As a Production Officer general responsibility for coordinating and supervising all warehouse activities day by day under the direction of the Operations Manager. I have also responsible for supervising the warehousing.</b></p> <ul style="list-style-type: none"><li>Move inventory and materials across facilities</li><li>Process inventory for delivery</li><li>Sort, organize and store inventory in the proper location</li><li>Package items and label correctly</li></ul>

	<ul style="list-style-type: none"> <li>✚ Scan delivered items and ensure quality</li> <li>✚ Report damaged or missing inventory to operation manager</li> <li>✚ Stack and organize large bulk items</li> <li>✚ Remove inventory from trucks or shipping and delivery to proper location in front of eye</li> <li>✚ Update logs and documentation for inventory processing</li> <li>✚ Wear safety gear at all times</li> <li>✚ Ensure workspace is free of debris and remove safety hazards from a sides</li> <li>✚ Work as an active team member to complete team goals</li> <li>✚ Prepare documentation and inventory for audits</li> </ul>
2016	<b>Laajverd Visiting School</b> <b>10 Day Workshop</b> Main focus of the workshop was media documentation and coverage of cultures, environment, heritage, living standards, and handicrafts of various communities within Pakistan.
Jul - Aug 2016	<b>World Wildlife Fund (WWF-Pakistan)</b> <b>Internship</b> I have participated in preparing a documentary that has encompassed numerous group activities, learning modules and community service on behalf of WWF.
Jul - Sept 2015	<b>PTV Home</b> <b>Internship</b> Two months internship in the program department of ETV center (PTV Home), which helped me to acquire practical knowledge of responsibilities related to TV programs.

## QUALIFICATION:

2015-2019	Bachelor in Media Science	Riphah International University, Al-Mizan Campus, Rawalpindi, Pakistan
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## CERTIFICATIONS:

IOSH (HSE)	Royal Training Institute of Occupational Safety & Health Institute Dec- 2019
First Aid & Fire Safety	Royal Training Institute of Occupational Safety & Health Institute Dec- 2019

## SKILLS:

- ✚ Calm under pressure.
- ✚ Knowledge of first Aid.
- ✚ Ability to work with confidence.
- ✚ Knowledge of fire risk assessments.
- ✚ Ability to solve issues quickly & efficiently.
- ✚ Knowledge of Health & Safety at Work Place.
- ✚ Ability to take responsibility for owns development as well as others by offering advice & encouragement.
- ✚ Excellent Computer Familiarity, Expert in Microsoft, Digital Documents Management Software's, Point of Sale Apps and windows (POS),

## QUALITIES:

- ✚ Energetic
- ✚ Motivated
- ✚ Hard Worker
- ✚ Multitasking
- ✚ Detail Oriented
- ✚ Fast Learner
- ✚ Time Management
- ✚ Work under Pressure
- ✚ Database management
- ✚ Analytical skills
- ✚ Long Hours working Stamina
- ✚ Ability to work in fast pace environment

## LANGUAGES KNOWN:

- ✚ English, Urdu, Hindi, Punjabi.

## PERSONAL INFORMATION:

- ✚ Date of Birth 3<sup>rd</sup> May, 1994
- ✚ Father Name Gulistan Khan
- ✚ Nationality Pakistani
- ✚ Visa Status Visit Visa
- ✚ Arrived In UAE 22<sup>nd</sup> Oct, 2021
- ✚ Visa Valid Till 21<sup>st</sup> April 2022
- ✚ Current Residence DIP-Dubai, UAE
- ✚ Religion Muslim
- ✚ Marital Status Married
- ✚ Children No
- ✚ Disability No
- ✚ Wife Occupation Travel Councilor in one of Pakistani Airline
- ✚ Blood Group B-Positive
- ✚ Phone +971-5092-487-08
- ✚ Email [qasimiqbal171@gmail.com](mailto:qasimiqbal171@gmail.com)
- ✚ LinkedIn qasimiqbal171
- ✚ Covid19 - Negative "Fully Vaccinated"

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