

Muhammad Aatif Minhas

Asst.Admin Manager

Karachi

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To obtain challenging position within the reputable organization, so that I can utilize my experience and

Knowledge, in order build

Successful long term career and grow with the company. I am a hard working and self-driven person, I wish

To offer all my qualifications,

Problem solving capabilities and organizational skills to be used in the best interest of the company. As an

Ambitious person I would like

to work in the environment where I can continuously develop myself professionally as well as personally.

Willing to relocate: Anywhere

WORK EXPERIENCE

Asst. Store Manager

Smart Footwear Industry PVT.LTD - Gujranwala, Gujranwala, PK - January 2015 to February 2017

- Reports directly to the Store manager.
- Ensured processes of receiving, stocking, assembling, prepping, and delivering.
- Supervised and enforced compliance of company policy and procedure and safety regulations to ensure a safe and effective work environment.
- Analyzed and resolved issues to include working with warehouse personnel to research and achieve resolution.
- Assumed other various duties required by management.
- Try to make good relation with store staff and ensure to complete monthly audit.

Store In charge

Transguard group LLC - Dubai - November 2012 to December 2014

- Reports directly to the Store Supervisor / Finance Manager
- Maintain good working relationship with staff, supervisor and other departments.
- Preparing and maintaining Inventory stock report.
- Make sure that the internal controls at all levels are properly in place and followed
- Responsible for maintaining safety and security of the store material and company assets.
- Documentation -GRN, LPO, Gate Passes & Admin work.

Site Administrator

Sammon Contracting Limited Abu Dhabi - Abu Dhabi - November 2010 to May 2012

Location Abu Dhabi (U.A.E)

- Reports directly to administration manager/finance director
- Maintain good working relationship with staff, supervisor and other departments.
- follow up with purchase department and suppliers about on time delivery of material on site.
- Make sure that store and time keeping department on site working properly and following SOP of company

- Responsible for maintaining safety and security of the store material and company assets.

Store In Charge

Active Apparels International (PVT) LTD Pakistan - Lahore, PK - July 2007 to August 2010

- Reports directly to the Store Manager.
- Maintain good working relationship with staff, supervisor and other departments.
- Preparing and maintaining Inventory stock report.
- Make sure that the internal controls at all levels are properly in place and followed
- Responsible for maintaining safety and security of the store material and company assets.
- Documentation -GRN, LPO, Gate Passes.

Planning Executive Officer

Raja Industries (PVT) LTD Pakistan - April 2005 to July 2007

Location Sialkot Pakistan.

- Responsible to do Planning of incoming order
- Collect the information from Designing Department regarding New Articles
- Collect them information from Purchase Department regarding Arrival of Material
- Follow the Production and check that is everything is going regarding Planning and proper way

EDUCATION

B.com in Commerce

Punjab University - Lahore

2003 to 2005

Matric in Science

Board of intimidate and secondary education Gujranwala Pakistan - Gujranwala

March 1998 to March 2000

SKILLS

Microsoft excel (10+ years), Microsoft word (10+ years), Oracle (5 years), Windows xp (10+ years),

Windows 98 (10+ years)

CERTIFICATIONS/LICENSES

Certified professional In modern inventory and management

June 2012 to Present

I have certification in modern inventory and management.

Fire warden

May 2013 to Present

I have a fire Warden certificate also from Emirates group safety department

First aider, CPR

May 2013 to May 2016

ADDITIONAL INFORMATION

i can immediately join duty.

Reference can be provided on demand.