

CURRICULAM VITAE
SR.STOREKEEPER/INVENTORY ACCOUNTANT



NAME: JAN MUHAMMAD

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Address: GULF PAPER MANUFACTURING FZC. DUBAI, UAE

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Objective:

To seek suitable position with an established organization where I can utilize my professional skills to achieve the goals of the organization and enhance my career growth.

Strengths:

- Office Coordination Skills
- Expert in Mathematics
- Leadership skills
- Proficiency in Computers
- Good Telephone Manners

EDUCATION & CERTIFICATES:

Master of Commerce	1st Division	2011-2012
Abdul Wali Khan University Mardan, Pakistan.		
Bachelor of Commerce	1st Division	2009-2010
University Peshawar, Pakistan		
Diploma in Commerce	1st Division	2007-2008
Board of technical education Peshawar, Pakistan		
SSC Metric (Science)	1st Division	2005-2006
Board of intermediate and secondary education Peshawar, Pakistan		

Computer course certificate from frontier institute Charsadda, Pakistan.

Typing certificate from spectrum Institute Charsadda, Pakistan

PERSONAL DATA:

Father Name : Muhammad Nazir

Nationality : Pakistani

Religion : Islam

Gender : Male

Date of Birth : 02-03-1990

Reference : Available upon request:

Address : Jebel Ali Free Zone, Dubai, UAE

EMPLOYMENT HISTORY

- Worked as Audit Trainee at **Ali Associate Chartered Accountant Firm Peshawar, Pakistan** for the period of three months.
- Worked as office assistant at **REMOCO ENGINEERING PVT CO** Peshawar Pakistan for the period of six month

Experience in UAE:

Company : Gulf Paper Manufacturing Fzco, Dubai United Arab Emirates
Position : **Senior Storekeeper/Inventory Accountant** since August, 2013
Functional Area: store cashier/inventory accountant/logistics/accounts.

Duties & Responsibilities:

- Responsible for general office administration work.
- Managing and controlling all store jobs, logistic activities and fleet of the company.
- Handle multi warehouse, items types, items group, opening stock, stock transfer and stock report.
- Ensure goods received and entered in the system accurately.
- Responsible for receiving goods, making voucher, checking and verifying invoices, make sure goods received as per our standard and take necessary action.
- Edit and prepare a variety of correspondence e-g purchasing documentation, customer Invoices, delivery notes, Production Order and compose routine correspondence.
- Maintain continuous follow up with all suppliers directly & on the phone, email etc for material request, giving updates for order balance and for raise invoices.
- Continuously Negotiating any problem raise and Coordination for improvement with concern department of (Accounts, Purchase and Sales) and reporting to the General Manager.
- Proper checking of all invoices according to PO and forward to accounts department.
- Keeps all inventory control system updated, in **ERP System** and in **Microsoft Excel**, with Daily Received and Issued Items, Local Purchase Orders, Dispatched Items, Raised Invoices.

SKILLS:

- Accounting skills and background.
- Strong communication and Time management skills,
- Strong command on **MS-Office**, especially in expert in **MS Excel, word, Software ERP, Focus, & Accounting Peachtree** and internet browsing etc and able to understand and handle various system software, program in very short time. Experience in using modern technologies browsing site, computer software, windows operation & Internet Applications, Faxes, Scanning documents etc.

Qualities: Cool, calm, honest, motivated and dedicated person.

Languages: English, Urdu and Hindi.

Declaration: I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Jan Muhammad