**MUHAMMAD ALI ADIL**

Plans, schedules, coordinates and/or monitors the flow of Email: aliadil1289@gmail.com

products through the complete production cycle. Phone:+92 334 3416602

Address: Gulistan –e- Johar karachi

# WORK EXPERIENCE:



**Systems limited:**

Dec-2018 to present

### **Responsibilities:**

* Manage deadlines based on project expectations.
* Daily data entry and data analysis
* Produce reports based on findings and performance of production.
* Reporting to the Production General Manager.
* Identify and resolve problems relating to inventory.
* Assisting the production manager the administrative task like production schedule and timesheet.

**Election Commission of Pakistan:**

**Jan-2018 to Nov-2018**

### **Responsibilities:**

* Invoices. Manage all accounting
* Resolve Office related malfunctions and respond to request and issues.
* Daily Reporting to the Production General Manager
* Manage Filing system for Important and Confidential Company records.

**leopard courier service:**

**Feb-2017 to Nov-2017**

### **Responsibilities:**

* Resolving customer complaints.
* Manage large amounts of incoming & outgoing calls.
* Maintain customer accounts by recording account information.
* Prepare product or service reports by collecting and analyzing customer information
* Planning the training and standardization of service delivery.

# EDUCATION:



## Academic Qualification:

* BBA 4th Semester from **“Ilma University”**
* Intermediate in commerce (Govt. islamia College)
* Matric from (Karachi Board)

## Skills

* Team Work
* Time Management
* Problem Solving
* Acquainted With Excel (Word , Power Point , ERP)