MUHAMMAD DANIYAL BABAR  ****

House # L-86 Sec 48/E Korangi 2 1/2, Karachi. Pakistan   | T: +92 304 9356695  | E: daniyalbabar195@gmail.com

**Personal Profile**

A self-disciplined and driven individual, I bring enthusiasm and commitment to my work. I am keen to expand my experience in a more challenging position while also working towards becoming a Excellent achiever. I am a quick learner with excellent time management and customer service skills.

P**rofessional Information:**

Father Name : Mian Muhammad Imtiaz

N.i.c : 42201-7835304-3

D.o.b : 16-Sep-1995

Marital Status : Married

**Key Skills Summary**

* Hands-on experience on Dynamics Ax 2012 software : exposure to ERP
* Confident user of Microsoft Outlook, PowerPoint, Word and Excel
* Efficient data entry processor with a high level of accuracy
* Dependability and reliability developed through working as a home tutor
* Highly motivated with the ability to manage and deliver on deadlines
* Effective written and verbal communication skills developed through English tertiary studies
* All data entry in excel and ERP.
* Posting moment Journal and transfer order in ERP.
* Making GRN against Delivery challan and Purchase order.
* Generates new codes in ERP.
* Create purchase requisition on behalf of demands.
* Prepare monthly stock report with reconcile.

# ACADEMIC DETAILS:

* B.A from University Of Karachi.
* Intermediate Fsc from SSAT Degree College.
* Matriculation Computer Science From Maryum Academy.
* Computer Course C.I.T from the Korean.
* Computerized Accounting From Memon Industrial and Technical Institute.
* English Language From The English Times.

# COMPUTER SKILLS:

1. Operating Systems: Windows Xp, Windows 7 and Windows 8 Windows 10.
2. MS. Office: (Excel, Word, and Power Point)
3. Excel Advance
4. Java Oracle Software
5. ERP (Microsoft Dynamics AX 2012) software
6. In Page : (version 2009)
7. Internet : (Email, Etc.)

# WORK EXPERIENCE:

# \* Junaid Jamshed PVT LTD

COMPUTER OPERATOR IN ACCESSORIES STORE

**Duties And Responsibilities ( accessories store)**

* Making GRN in **ERP** (Microsoft dynamics AX 2012) software.
* Monitor stock level at all time and maintain according to monthly consumption.
* Checking and inspection of goods received and ensure over all actual quantity.
* Maintain the inward / outward record (Returnable & non-returnable)
* Labeling goods that have arrived at the store
* Monitor stock level accurately updating all data in M.I.S and manual record.
* Select the space for storage and arrange for good to be placed on specific placed.
* Supervise and fully cooperate with the junior staff.
* Over all manage warehouse inventory
* Monthly stock & consumption summary/report
* Other official assignments with Inventory & costing manager, for cost minimization.

# MARKETERS UK QATAR DOHA

JUNIOR MARKETING EXECUTIVE

**Duties And Responsibilities**

* Settle up the Membership cards on Daily Basis about sold and remaining’s.
* Checking and inspection of Cards and Membership Documents over all actual Proceeding.
* Maintain the Members Document Properly and Contact to him for Further Processing.
* Accurately updating all data in System and manual record.
* Supervise and fully cooperate with the junior staff.
* Over all manage Sales and Marketing.
* Generate Monthly Sales Report and Members Growth Ratio to G.M

.

.

# RAISED SOLUTIONS

CUSTOMER SUPPORT EXECUTIVE

**Duties And Responsibilities**

* To give support to customers about Queries
* Checking and inspection of daily queries and complaints
* Forwards complaints to concern departments by email.

**Personal Attributes**

**Communication Skills**

* Able to communicate clearly and effectively and at the appropriate level with various types of people
* Able to express in a written form the key information in a succinct and professional manner

**Time Management and Organizational Skills**

* Able to manage time effectively and meet deadlines
* Able to manage myself and competing priorities and objectives