

# MUHAMMAD DANIYAL BABAR



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## 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.

## Professional 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:

- Operating Systems: Windows Xp, Windows 7 and Windows 8 Windows 10.
- MS. Office: (Excel, Word, and Power Point)
- Excel Advance
- Java Oracle Software
- ERP (Microsoft Dynamics AX 2012) software
- In Page : (version 2009)
- 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

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## [Accessories link pvt ltd](#)

### INTERNAL AUDIT EXECUTIVE

#### **DUTIES AND RESPONSIBILITIES**

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- Daily Audit on Purchase Requisitions received by Store and different departments
- Weekly checking transactions on ERP
- Monthly Audit in Multiple departments on basis of Reports.
- Checking reconciliation reports again
- Surprise Audits in a departments to verify stock inventory transactions with system reports
- Daily Audit on gate passes inward and outward
- Half yearly Audit's with the team in all departments

### **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