



Muhammad Muzammil  
Malik



#### Profile

“Want to play an important role for the success of a progressive Organization which provides an Opportunity for continuous learning, growth, career development and future advancement, which enhance and sharpen my skills and expertise”



#### Contact

Gulistan-e-Johar  
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#### Skills

Presentation Skills – Advanced  
Analytical Skills – Advanced  
Microsoft Excel – Advanced  
Problem Solving Abilities  
Leadership skills  
Visionary & Focused



#### Work Experience

**Head of ERP Functional Consultants / Business Analyst**  
(Supply Chain Operations , Accounting & Finance)  
Gerry's Information Technology (2019 – Date)

As a head of Functional Consultants, my key Responsibilities are:

- Requirement gathering from client and provide demonstration with respect to their Operational processes in an ERP system named “Odoo”.
- Scoping of project and go through on gap analysis with complete understanding of Company process and system standard operations.
- Provide a solution with respect to Supply chain Standards and ethical use of system in a standardize way.
- To provide project timeline with Scope.
- Process mapping of client operations in ERP system as per their requirement.
- Share customization requirements with development team and provide road map to them and get follow up on their work.
- Assign Functional Consultants on several projects and get a complete follow up and Weekly progress report from them to meet the project deadlines.
- Support the Consultants and responsible for the successful execution of a project.

**Senior ERP Functional Consultant / Business Analyst**  
(Supply Chain Operations)  
Gerry's Information Technology (2017 – 2019)

As a Senior ERP Functional Consultant my Key Responsibilities are:

- Testing Modules Critically on different Scenarios.
- Provide Guide lines to development team related to Project Requirement.
- Mapping and Design Business Processes in Software.
- Provide Training Related to ERP Software “Odoo”.
- Customer Support to solve Queries in a Real time.

#### Areas of Expertise

- **Accounting module:** Monitoring and Maintain financial reports (i-e) Income Statement, Balance Sheets, Customer and Vendor Ledgers, Aging Report.
- **Inventory Module:** Maintain Inventory Records and Stock Quants with complete justification Purchase Order wise, Configuration of Routes, Stock moves and Gate pass System,

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## Courses

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### Finance Courses

- Analysis of Financial Statements
- Derivatives Investments
- Corporate Finance
- Commercial Banking
- Investment And Security Analysis
- Financial Modelling

### Supply Chain Courses

- Procurement
- Strategic Supply Chain Management
- Operational Supply Chain Management
- Inventory Control

Warehouse management Product and Lot wise and maintain inventory Valuation report on daily bases.

- **Manufacturing Module:** Monitoring of Manufacturing Order and its Costing, Configure the BOM of Products, Maintain daily Scrap from Manufacturing orders and its report, Unbuilt Orders and work in process Inventory.
- **CRM Module:** To Create Leads and Opportunities we get from our Sales department about Future predict and Maintain win and lost situation with proper reasoning.
- **Sales Module:** To record sales and Deliveries according to Sales orders and Monitoring of Sales orders that are on Pending state.
- **Purchase Module:** Create and Maintain Purchase Order and Receiving of Products Purchase Order wise and maintain records of received products in Inventory and Warehouse.
- **Human Resource Module:** Monitoring Employees Data, Structures and Contract, Maintain Attendance of Employees, Payroll Management.

### List of Projects

- International Advertising Private Limited
- Saakh Pharmaceutical
- Ravi Sundar
- American Rags Private Limited
- Ahmad Foods Private Limited
- Shanghai Industries Private Limited
- Rastgar & Co. Private Limited
- Cheema International Private Limited
- Institute of Management Sciences



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## Education

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Master's in Business Administration (SCM)	2016 - 2017
Bahria University Karachi Campus	
Bachelor's in Business Administration (Finance)	2012 - 2016
Bahria University Karachi Campus	
Intermediate (Commerce)	2010 - 2012
Premeir Government Collage Commerce	
Matriculation (Science)	2008 - 2010
Little Wood Secondary School	