



MUHAMMAD DANIYAL BABAR

House NO # L-86 , Sector 48/E, Korangi No 2 1/2 Karachi

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0304-9356695 | 0310-2254042

CAREER OBJECTIVE:

To serve as a professional expert which commensurate my Professional Experience with an Opportunity for professional growth.

PERSONAL DETAILS:

Father Name	:	Mian Muhammad Imtiaz
Date of Birth	:	16/Sep/1995
Place of Birth	:	Karachi, Pakistan
CNIC	:	42201-7835304-3
Religion	:	Islam
Nationality	:	Pakistani
Marital Status	:	Married

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:

- i. Operating Systems: Windows Xp, Windows 7 and Windows 8 Windows 10.
- ii. MS. Office: (Excel, Word, and Power Point)
- iii. Excel Advance
- iv. Java Oracle Software
- v. ERP (Microsoft Dynamics AX 2012) software
- vi. In Page : (version 2009)
- vii. Internet : (Email, Etc.)

WORK EXPERIENCE:

*** Junaid Jamshed PVT LTD**

COMPUTER OPERATOR & ASSISTANT IN ACCESSORIES STORE AND INVENTORY CONTROLLER

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 coprate with the junior staff.
- Over all manage warehouse inventory
- Monthly stock & consumption summary/report
- Other official assignments with Inventory & costing manager, for cost minimization.

ACCESSORIES LINK PVT LTD

HR COORDINATOR/DATA ENTRY OPERATOR

DUTIES AND RESPONSIBILITIES

- Prepares new employee files.
- Processes mail.
- All data Entry into computer of employee.
- Performs other duties as assigned.
- Updates HR spreadsheet with employee change requests and processes Documentation.
- Makes photocopies, faxes documents and performs other clerical functions.
- Files papers and documents into appropriate employee files.

***MARKETERS UK QATAR DOHA**

DATA ENTRY OPERATOR AND 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.

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 sufficient 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