

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:

- 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

SUPPLY CHAIN OFFICER IN PDD (SUPPLY CHAIN)

DUTIES AND RESPONSIBILITIES (ACCESSORIES STORE)

- Monitor DS to PP Sample department.
- Maintain record in Master sheet.
- Create Receiving's and transfer to PP Sample department and Others.
- Maintaining Status proper in System.
- Forwarding P.O's to Barcode department for Quantity Update , Retail update.
- Designing Sample prizing from GM Supply Chain
- Overall manage DS to PP sampling to Final end in Production.
- Daily follow up with Studio and Production for sampling on time.
- Overall manage the follow up P.O's , PDS and Performa in System timely.

* 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

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

ACCESSORIES LINK PVT LTD.

AUDIT EXECUTIVE

DUTIES AND RESPONSIBILITIES

- To check and verify the accuracy and completeness of daily tasks and assignments on ERP.
- Prepare audit reports , including details of the workflow and relevant recommendations.
- Ensure the relevant departments are fulfilling their duties in accord with the set rules.
- Conduct internal Audits to support Compliance with the Quality Management System (Qms).

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