

# ABDUL BASIT

## PROFILE

Warehouse manager with a proven ability to improve work environment. Punctual problem solver and avid multitasker. Monitors staff works adhering to policies, responds to customer issues. An essential part of the management is providing effective solutions that produce immediate impact and contribute to the establishment's long-term success.

## CONTACT

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03320824827

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## ACTIVITIES AND INTERESTS

Swimming  
Book reading  
Gym  
Creative thinking  
Video editing

## LANGUAGES

English (proficient)  
Urdu (native)

## REFERENCES

Available upon request

## WORK EXPERIENCE

**Warehouse manager**  
**Ku trading company, Karachi**  
2018-present

Supervise warehouse staff, improving staff performance through leading, deals with customers via telephone and email to ensure successful communication. Manage delivery team to ensure timely customer deliveries. Responsible for billing and settling payment disputes. Update inventory lists, receiving, dispatching and verifying movements of stocks. Organize transportation activities to ensure packages reach destination on schedule. Facilitate relationships between organization and vendors. Finding the best available vendors then assisting in developing vendor management policy.

**Accounts Executive**  
**Tick industries private limited**

Intern (Jan 2019-April 2019)  
Prepare sales tax invoices as an accounts officer, update receiving on accounting software. Solve delivery issues and manage routes. Responsible for follow up with partners and clients to ensure effective work environment. Stock and delivery management.

## EDUCATION:

Institute of cost and management accountants of Pakistan (ICMA Pakistan):  
CMA (2022-present)

Karachi University  
Bachelors of commerce, BCOM (2021-present)

Government College of Commerce and Economics  
Intermediate, ICOM (2018-2020)

Mama Baby Care School, MBCS  
Matriculation, computer science (2018)

## KEY SKILLS AND CHARACTERISTICS

- Project management
- Team work and communication
- Leading in projects
- Customer dealings
- Staff training and coaching
- Quality assurance