

► FAROOQ SHAH

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Career Objective

Accomplished and energetic Warehouse/Inventory, Audit and Accounts Manager with a solid history of achievement in leadership. Motivated leader with strong organizational and prioritization abilities. Seasoned manager with more than 10 plus years of experience in fast-paced rushed situations. Excellent people skills and organization skills. A highly energetic and outgoing worker who is extremely detail oriented. Handles multiple responsibilities simultaneously, while providing exceptional innovative solutions.

Work Experience

Manager Inventory & Internal Audit (WH/Br) from June-2011 to Present at Al-Jannat Malls Rawalpindi Warehouse.

Responsibilities

- Manage and Control inventory using Inventory management system at Warehouse and Branches.
- Established procedures and controls to assure the absolute accuracy of inventory on a daily basis.
- Maintained inventory at a 99.99% level of accuracy.
- Supervised the inventory control team
- Set up and maintained inventory warehouse locations that improved efficiencies and reduced picking errors.
- Ensure safety in storage of inventories.
- To keep record of each and every inventory inflow and outflow.
- To train the new employees regarding inventory procedures.
- Performing auditing and management activities for warehouses and Branches.
- Responsible for verifying the quantities of stocks available in the warehouse on daily basis.
- Developing and implementing improvised storage systems that prevent wastage or damages.
- Assisting in manual counting of goods and preparing inventory accounts.
- Updating and maintaining inventory records with every good's.
- Evaluating the inventory records for accuracy and completeness.
- Draft weekly, monthly and yearly warehouse and Branches audit reports.
- Located and corrected errors in entries of inventory.
- Monitored and ensured accurate entries of every single inventory transaction.
- Interacted with store and warehouse personnel and assisted in solving problems
- Performed regular audits on entire inventory in the branches and warehouse.
- Keeping track of the goods inward, goods outward and goods return on daily basis.
- Report to job locations to physically count inventory using the equipment, with a primary focus on accuracy and speed.
- Additionally, cooperate directly with client's store personnel to meet differing store-specific needs.
- Work with teams of varying sizes while maintaining proper workflow procedures.

Manager Accounts from October-2014 to March-2018 at Al-Jannat Malls Rawalpindi.

Responsibilities

- Accounts Payable Processes & Management, Invoices/ Payment Transactions.
- Strengthened company's vendor/suppliers relations by continuously corresponding with vendors via phone, email or written communication.
- Maintained accurate records and control reports. Reviewed accounting reports to ensure accuracy.
- Managed the supervision of vendor maintenance team, including vendor account verifications, audits.
- Developed Policies & Procedures including vendor maintenance for multiple entities, vendor set up guidelines, and invoice numbering.
- Provided a detailed report to Manual Accounts manager monthly which included A/P figures such as total volume.
- Reconciliation of vendor balances every month at the end of the month.
- Ensure discount %s (as decided by MD and Vendor) of all vendors are deducted properly.
- E mails update Accounts Balances Report to MD on daily basis.
- Records Organization & Management, Journal Entries & General Ledger.
- Team building & Staff Supervision, Vendor Negotiations & Management.
- Generate and Verify Share based Franchise sale reports on monthly or weekly based period.

Educational Background

BSC, in 2010 (From University of Malakand)

F. SC, in 2008 (From BISE Malakand)

SSC in 2006 (From BISE Malakand)

Qualification

CCNA & CCNA security (R&SW) (2010)- CORVIT SYSTEM, S Rawalpindi.

E-Commerce Management & Freelancing (2019) Virtual University

Digital Marketing (2019) Virtual University

QuickBooks (2019) Virtual University

Ai for Everyone Standford University (Coursera online)

Computer Skills

MS Office (MS Word, MS Access, MS Excel, MS Power Point and Outlook)

Google Suite (Google Docs, Sheets, Slides, Drive, Form etc.)

Microsoft Power BI

Adobe Photoshop 07, Canva, Video Editing.

Installation of Windows XP, 7,8, Vista ,10 Windows Server 2003,2008,2010 2012 Sql server and Installing drivers and server maintenance, server Backup

VPN (Installations and Configuration and User Connectivity)

Networking, Switching & Routing etc.

LAN, WAN and Network Topologies.

Language

English Urdu Pashto Punjabi

Good Good Good Good

References

- Will be furnished if required.