



Naveed Manzoor

Incharge Store

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Mangla Road, Dina, Pakistan

Summary

To establish myself as a true professional enhance my knowledge improve my skills and pursue a dynamic career in a well reputed organization in the field of store/material management.

Challenging position with a dynamic group where I could apply my all skills and abilities obtained through, work experience and educational back ground for the success of my professional field.

Skills

Inventory Planning | INWARD AND OUTWARD GATE PASSES | Material Inspection | Retail Product | Store Management | Store Records | STORE REPORTING | Warehousing

Experience

Aug 2017 - Present

Incharge Store

Walton Tobacco Company Mirpur Azad Kashmir, Dina, Pakistan

- Manage Store/Warehouse daily operations as in charge and following overall control and handling Team Members of Store Staff.
- Follow Store coding system in Dispatch like FIFO, LIFO & Store Inspection report also Maintain the store neat and tidy with 5S Method and keep all Type of ISO Documents.
- Raise purchase requisitions of store items for which inventory level reach to record level.
- Prepare Material Receipt Notes and arrange for inspection of incoming material with concerned department.
- Issue & Receive all store items with proper documentations.
- Enter and post store requisitions in computer software inventory system.
- Prepare gate pass for returnable and non-returnable materials.
- Train all subordinates in all aspects of General Store department procedures.
- Ability to achieve goals and work independently.
- Analyzing discrepancies between physical stock quantities and SAP, initiates improvements to have this controlled or minimized.
- Supporting internal & external audits with respect to stock countings.
- Follow up with supplier for Delivery/ Rejection / Shortage and Make return note.
- Complete store operational requirements by scheduling and assigning employees. Contribute to team effort by accomplishing related results as needed.

Dec 2016 - Jun 2017

Store Supervisor

Zealcon Engineering (PVT) Limited NASHPA Oil & Gas Processing Project, Karak, Pakistan

- Managing Warehouse / Store (Spare Parts & other Material)
- Implementation of Stores standard operation procedure
- Spare Parts Stacking as per Plants & Equipments Requirements.
- Periodical Reconciliation of stores and accounts.
- Ensure implementation of ware housing system / procedures.
- Keep track of implementation of Store Inventory Procedures

May 2011 - Jan 2016

- To supervise & implementation of Staking Taking system according to ISO Procedure.

Store Keeper

Muhammad Bin laden Company, Jeddah Saudi Arabia, Jeddah, Saudi Arabia

- Item Coding (Spare Parts & other Material)
- Implementation of ERP (Enterprise Resource Planning)
- Spare Parts Stacking as per Plants & Equipment Requirements.
- Periodical Reconciliation of stores and accounts.
- Deployment of Item Coding (13-Digits) as well for Fix Assets (6-Digits).
- Ensure implementation of ware housing system / procedures.
- Keep track of implementation of Store Inventory Procedures in Oracle based Stores System.
- Ensure proper maintenance of stock levels of various types of spare parts for Equipment & Plants with the coordination of Mechanical Team Engineer.
- To supervise & implementation of Staking Taking system according to ISO Procedure.
- Counter checking of Min. Max. & Re-Order level of spare parts / material.

Jan 2005 - Feb 2011

SR.Store Keeper

Descon Engineering, Jhelum, Pakistan

- Managing inventory with strong system control on ACCPAC (7.3)
- Piping, Structure, Electrical & Instruments Material Knowledge.
- Electric, Pneumatic, Rigging & Hand Tools Knowledge.
- Consumable PSI & POL Material Receiving Issuance Inspection & Stacking.
- Monitoring IMTE'S (Inspection, Measuring and Test Equipment.)
- Handling DESCON material and Fixed Assets.
- Care, Preservation, Repair/Maintenance of material, Tools & Equipment.
- Handling Client material.
- Identification/Coding, Tractability & Indenting of material under Standard Operation Procedure.
- Flow of inventory and procedure of stores documentation.

Education

2004

Government College University

Intermediate/A-Level

Economics & Mathematics

Grade: D+

Languages

Arabic

Beginner