**Muhammad Hassan**

**Personal:** +966 - 592268360 

**Mailing Address:** Al Qassim Buridah (KSA)

**Email:** msh.hassan14@gmail.com

**Iqama: Transferable**

**CAREER OBJECTIVE: -**

To seeking a position in well reputed organization where I can apply my knowledge and experience with my skills and grow along with the industry through consistent and dedicate hard work and determination that offer professional growth while being resourceful.

**ABILITY & STRENGTHS:**

* Highly Motivated Professional focused on assigned work & task.
* Self-motivated, confident and works well under pressure to meet deadlines.
* Able to handle challenging task and organization abilities.
* Excellent business communication and organization abilities.
* Enthusiastic, creative and happy working independently or in a team environment.
* Highlights of skills.
* Well equipped to work in team & independently to deliver positive results.
* Personable, persuasive & able to build instant report.
* Energetic, task achiever & adaptive.
* Problem solver with maximum satisfaction & minimum interruptions.
* Extrovert & ability to convince others to get the work done.
* Follow the ethical & professional standards to show responsibility toward job.
* Analytical & calculated judgment to decisions corrective take.

**ADDITIONAL ACHIEVEMENTS:**

MS Office Course (INTERMEDIATE).

Oracle System

**PROFESSIONAL EXPERIENCE:**

**POSITION. ASSISTANT FABRIC INCHARGE: (Jan 2013 – Sep 2022)**

**Responsibilities:**

* Move inventory and materials across facilities
* Process inventory for delivery
* Sort, organize and store inventory in the proper location
* Package items and label correctly
* Scan delivered items and ensure quality
* Report damaged or missing inventory to supervisors
* Stack and organize large bulk items
* Remove inventory from trucks or shipping and delivery to proper location
* Update logs and documentation for inventory processing
* Move materials from facilities to workstations, pick-up locations, or other locations
* Wear safety gear at all times
* Operate heavy machinery like forklifts to move or store inventory
* Ensure workspace is free of debris and remove safety hazards from aisles
* Work as an active team member to complete team goals
* Prepare documentation and inventory for audits

**POSITION: STOREKEEPER. (Jan 2008 - Dec 2013)**

**Responsibilities:**

* Dispatching as per the order.
* For all dispatched & received materials making Daily Computerized Summary Reports and submitting to the concerns.
* Receives, stores, and issues supplies and equipment and complete records of supply transaction.
* Verifies that supplies received are listed on requisitions and invoices. Sorts and places inventory in storage areas, according to predetermined sequence such as size, type, or product code.
* Keeps records of materials or items (including surplus materials) received or distributed in accordance with established procedure. Maintain weekly cycle counts of all stocked items and compile stock report on daily, weekly and monthly basis.
* In-Charge of all Material Storage.
* Monitoring the quantities available on stock
* Report stock and material “in/out”.
* Raise Request for Material ordering.
* Inspect all Material deliveries along with QC and incorporate new items in the Stock list.
* In charge of loading/ unloading of all materials.
* Ensure the Security of the store.

**Education**

**B.A 2008**

Bachelor’s in art’s BZU Multan, Pakistan

**F.A 2003**

Faculty Of Art’s Multan Board, Pakistan

**Matric 1998**

Science Multan, Board, Pakistan

**References**

Available upon request