



# Muhammad Maaz Ahmed

+92-301-2548132

muhammad.maaz.ahmed@gmail.com

Korangi Town, Karachi, Pakistan

## Summary

If you are in search of an innovative and well-organized professional, I can rise to the challenge and deliver immediate contributions in your organization. Therefore, I am humbly presenting my resume for your review. Having graduated with Bachelor of Science in Computer Science at Karachi Institute of Economics And Technology (PAF KIET) in Pakistan, I am keen on working towards professional excellence in the industry.

Furthermore, I have much to offer and keen on working towards professional excellence. I am hardworking and sincere team player by personality and quick in grasping new skills. My immediate availability to join new assignment and delivering cumulative results in the field are my hiring advantages.

I feel confident that a personal interview would be worthwhile. Do not hesitate to call me to discuss possibilities of working together.

Thank you for your time. Expecting a favorable response from you!

Sincerely,

Muhammad Maaz Ahmed

Mobile: +92-301-2548132

E-mail: muhammad.maaz.ahmed@gmail.com

## Education

- 2017 **PAF Karachi Institute of Economics & Technology (PAF-KIET)**  
Bachelors in Science  
BS Computer Science
- 2012 **Government Superior College**  
Intermediate  
Pre-Engineering
- 2010 **Bright Career School**  
Matriculation  
Pre-Engineering

## Languages

Urdu  
Expert

English  
Expert

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## Experience

Nov 2020 - Present

**Jr. Warehouse Coordinator**  
JF Energy, Karachi, Pakistan

Responsibilities : Check and fill all documentation required for filling trucks , verifying with the driver the product (s) to be loaded as well as the volume(s) of the same. Fill cards loaded with API, temperature and time of loading. Check tankers before filling and report any pertinent situations. Maintain reports of Monthly STOCK Movements to be generated in different forms for company KPI evaluation, for client purposes, and for customs and port. Terminal movement tracking report to be prepared on daily basis and studied for abnormalities. Maintain all tanks record. And other jobs responsibilities assigned by the management.

Feb 2017 - Sep 2020

**E-Commerce Warehouse Officer**  
Sana Safinaz, Karachi, Pakistan

Responsibilities: Managing the entire process since inception to the closure of Picking, Confirmation and Dispatch of Orders initiated. Ensuring complete dispatch target. Managed a team that led to do the best performance during the under pressure of bulk order process & give the training to team for improvement in quality of product verification process. Report of daily Prime product verification & details verification as per customer comment on reverse shipment. Report of Stock keeping audit & document verification. Ensure all incoming goods should be verified for damages/shortages or excess. Receiving of incoming goods & Dispatch the material within least possible time. Coordinate with customer to resolve the concerns that occurred in daily operation. Ensuring timely & proper delivery within minimum cost. Responsible for daily smooth operations in all over Depart.

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## Skills

Customer Support Skills | Office Support | Written Oral and Communication | Warehouse Management | Management Skills | Vendor Management | Client's Dealing | Typing Speed | Technical Writing | Team Management Skills | Support Management | Supply Chain Operations | Supplier Negotiation | Supervisory Skills | Strong Organizing Planning Skills | Strong Follow up | Strong Command Over Research | Strong Client Relationship | Stress Management | Strengthening Client Relationships | Strategically Plan | Strategic Sales | Store Operations