

# MASOOD AHMED



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2 Karachi



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## PROFILE INFO

Motivated and disciplined professional with 2 years of experience as a Store Assistant and foundational knowledge in computer operations through short courses. Seeking a Computer Operator position to apply my skills in data entry, inventory software, and system handling. Eager to contribute to smooth IT operations and grow in a technical support role within a dynamic organization.

## EDUCATION

2019-2022

BACHELOR OF COMMERCE

Government Boys Degree  
College Makli

2014-2015

INTERMEDIATE

Government Boys Higher  
Secondary School Gharo

## SKILLS

- Computer Operator
- Microsoft Excel
- Inventory Management & Stock Control.
- Basic Knowledge Of ERP
- Data Analysis (Excel. Power BI)
- Team Work
- Time Management
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## LANGUAGES

- English (Basic)
- Urdu (Fluent)

## WORK EXPERIENCE

### Store Assistant

2013 - 2015

Astro Films Pvt LTD

- Managed inventory records, stock levels, and assisted with regular audits.
- Received, labeled, and stored incoming materials and supplies.
- Issued materials to departments based on requisitions and ensured accurate documentation.
- Maintained cleanliness and organization of store areas for efficient access.
- Operated basic computer systems for data entry and inventory tracking.

### Molding Machine Operator

2021-2022

Alison's Auto parts PVT LTD

Operated and monitored injection molding machines to produce plastic components as per specifications.  
Conducted routine quality checks on molded products to identify defects and maintain high standards.  
Followed safety procedures and maintained a clean, organized work environment

## CERTIFICATIONS

Introduction to MS Excel

Power BI for Beginners

Business Analytics with Excel

Basic Welding

Memon Industrial & Technical Institute

4 Months Vocational  
Training

Stick Welding

Tig Welding

Mig Welding