



MUHAMMAD NAEEM QUREHI

WAREHOUSE IN CHARGE

As a Warehouse Supervisor , I have led and contributed to a variety of projects across multiple industries, specializing in Construction and Engineering. Contributed HAVC Plumbing Drainage, Fire Fighting and ERP, MRP, EPC, etc..

EDUCATION

■ Bachelor Degree

PASSPORT NO

■ AF-4918075

ID CARD NO

■ 374050623807-9

NATIONALITY

■ Pakistani

DATE OF BIRTH

■ 6/12/1966

PLACE OF BIRTH

■ Rawalpindi

CERTIFICATION

■ Ms word , Ms excel , Ms power point

Certified Professional

■ use computer programme in Oracle.

Issue and Received in Data Base

NAVISION System

EXPERIENCE

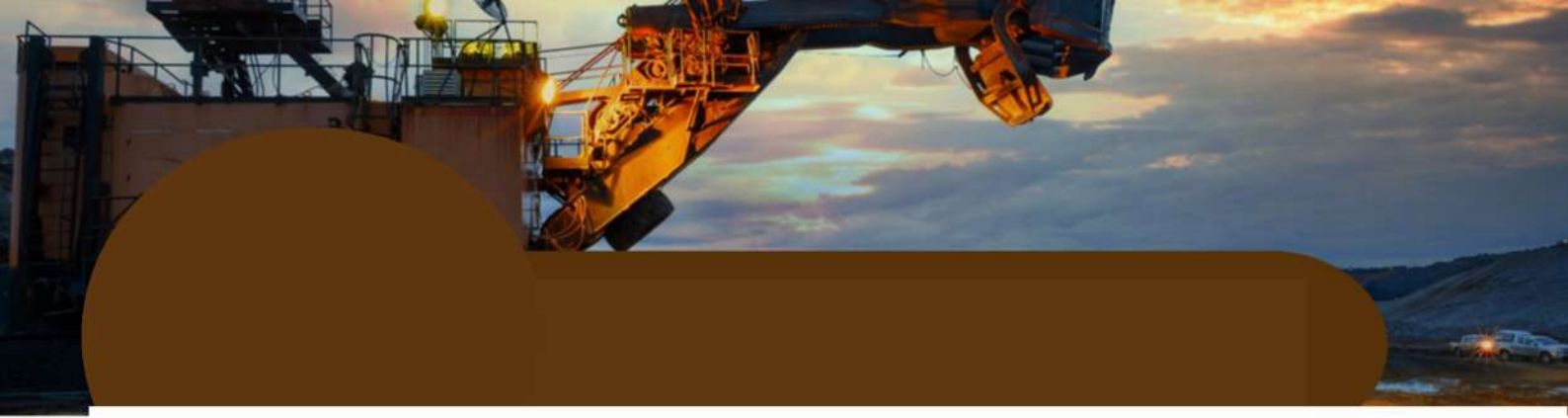
- **12 August, 1992 to 2nd September, 1996**
Worked with Fauji Foundation Rawalpindi as Store Keeper (Civil Construction for filling plant of Gas Station)
- **April 1997 to June 2000**
April 1997 to June 2000 Worked with Shaheen Builders Associate, Rawalpindi as Store Officer
- **05 Feb, 2001 to March, 2003**
Worked with S.Q. Traders Rawalpindi as Computer Operator/ Secretary
- **1 September, 2003 to 30 November, 2005**
Worked with Sabro Air-conditions Islamabad. During my stay with Store Incharge
- **Dec 2005 to January 2007**
Worked with United Engineer & Contractor Private Limited Rawalpindi as procurement officer.
- **04 August 2007 to 12 September 2008**
Worked with Alfancar company Riyadh K.S.A. During with stay as Store Incharge
- **12 December 2012 to 11 March 2015**
Worked with BEMCO (Material Department) Riyadh ksa (Power Plant PP 10 & PP 12) During with my stay as a store Supervisor

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No.2 Caltex Road Newlalazar Rawalpindi



LANGUAGE

English
Arabic,Urdu

My Responsibilities as under

- Receives and stores materials and purchased items in the store and monitors stock levels to ensure sufficient availability of materials,
- keeping in store data base up to date.
- Responsible for raw materials and sub materials receiving and release from warehouse to production based on the production daily schedule.
- Keep the warehouse inventory in computer
- Perform materials / sub materials physical count daily and periodically.
- Performs stock taking duties in order to keep record of the stock or inventory levels and note order requirements.·Return to warehouse Returned to supplier . Non - moving item in 6 months.
- Supplier coding system and items coding system.
- Keeping customers and suppliers accounts (invoices . receipts)
- Maintains general accounts entries
- Company statements.

Since April 2023 working with ALLIED ENGINEERING & TRADING CO. LTD
Rawalpindi Pakistan

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