



# Naqash Amjad

## Contact

### Address

House # E-540 MITHAI  
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LAHORE

Lahore, Pakistan, 54000

### Phone

+92 3494468198

### E-mail

deepsea48@gmail.com

### Date of birth

04 December 1983

## Skills

Ms Office

Ms Excel

Networking (Cable /  
Wireless)

Communication

English

Arabic

## Work History

2012-03 -  
2019-12

### IT SUPERVISOR

*Sheta & Saif, Riyadh*

- Company Overview: With SHETA & SAIF (RIYADH)
- Maintain files and Monthly Sales Report
- Troubleshooting any reported problems in SAMSUNG Mobiles from customers
- Also installing windows in Laptops and all other softwares
- Print barcodes and counting all stock in IT Section
- Weekly submitting of Sales Reports
- Receiving Material from Suppliers taking stock after confirmation with PO and Invoice
- Making request for running items
- Also dealing with customers in good manners to make them satisfy
- With SHETA & SAIF (RIYADH)

2007-09 -  
2012-01

### STOCK KEEPER

*ALBURKAN Pakistan, Islamabad*

- Company Overview: With ALBURKAN Pakistan
- Keeping a record and maintaining cycle counts of the entire inventory in the store
- Receiving and verifying the inventory with the purchase order listings
- Reporting loss, damage and any such discrepancies to the supervising authorities
- Sorting all goods and stacking them appropriately
- Assisting in the labeling, tagging and packaging of the goods
- Maintaining proper documentation processed for the receipt of the good and supplies
- Ensuring the timely dispatch of the goods to the appropriate destinations
- Coordinating and synchronizing work functions with the vendors, suppliers and other internal departments of the establishment
- Maintaining cleanliness and order in the work place, and complying with all safety norms while carrying out work functions
- With ALBURKAN Pakistan

2005-07 -  
2007-08

## **STORE KEEPER / Data Entry Operator**

*TECHNO PAK Pakistan, Lahore*

- Company Overview: With TECHNO PAK Pakistan
- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- With TECHNO PAK Pakistan

2003-12 -  
2005-06

## **Junior Sales Manager**

*ADPOWER, Kabul*

- Company Overview: With ADPOWER, KABUL, AFGHANISTAN
- Preparation of Monthly Sales Report
- Maintain records of Sales of Electrical Spare parts
- Preparation of Monthly Sales Report and Financial Recovery Statements
- Door to door visit
- Deliveries of sold equipment to the customer's premises
- Making emails regarding contract
- Proper Receiving of Shipments under rules of ADPOWER and shift them in their location in Warehouse
- Maintain records of Quantities of all equipments in warehouse and submit them to Warehouse Supervisor
- Making of Gate pass both in-ward / out-ward
- Determines the cause of error message while entering data and makes appropriate corrections
- Hiring, Supervising, Motivating and giving trainings to all members of the facility team
- Timely and accurately submit report to tier of Management
- Actively develop the annual operating budget and marketing plan
- With ADPOWER, KABUL, AFGHANISTAN

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## **Education**

2002-08

### **Intermediate: Computer Sciences, Physics**

*Scholars College Shadman - Lahore*