



- Cell
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- E-Mail
nishatalam552@gmail.com
- Postal Address
Village Bamkhel. District & Tehsil Swabi, KPK Pakistan
- Date Of Birth
21 March 1997
- Gender
Male
- Marital Status
Married
- Religion
Islam
- Nationality
Pakistan
- Domicile
Swabi KPK Pakistan
- Language Known
 - English
 - Urdu
 - Pashto
- Hobbies
 - Cricket
 - Badminton
 - Traveling
 - Social Media

NAME:

NISHAT ALAM

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skill, while a significant contribution to the success of the company.

EXPERIENCE

Warehouse Manager& Dispatch from: Feb 2022 to Aug 2024

BM Collection, Home Textile (Fleece Blanket, Bed sheet, Quilt, Pray mat, Cushion)

Rawat Industrial Estate Rawalpindi – Pakistan

- *Make daily plan for production & packing department.*
- *Ensure completion of order on time without any error.*
- *Ensure daily receiving of finish goods.*
- *Prepare daily production report.*
- *Maintain the correct record of all stock in excel.*
- *Maintain complete record of all IN & OUT item from factory.*
- *Monthly stock reconcile with the software record.*
- *Prepare monthly craftsman & labor payroll sheet.*
- *Manage store department labor & supervisor*
- *Setup layout & ensure efficient space utilization for raw Materials & finished goods.*
- *Managing orders from distributors and other customer on a Daily basis.*
- *Monthly two articles will be physically counted and check with The software record.*
- *Contact with good transporter arrange vehicle for delivery of Goods.*

Admin & Accounts Officer

from: Sep 2019 to Nov 2021

Ready Pack Industries

Rawat Industrial Estate Rawalpindi - Pakistan

- *Prepare monthly payroll.*
- *Monitoring of A/C receivables & payables.*
- *Bank reconciliation statement reconcile of ledger and resolving Of the differences.*
- *Make journal voucher on basis of a memo by the authorities.*
- *Make purchase bill on basis of GRN after confirmation of rates From the authority.*
- *Make good receipt note & receive finish goods or stock from Production department.*
- *Make daybook at the end of the day & make sure all the Voucher are attached & got it approved by the authority.*

EDUCATION

- **B.COM (Bachelor Of Commerce)**

From: Abdul Wali Khan University Mardan.

- **FSC (Pre Engineering)**

From: BISE Mardan

- **Metric (science)**

From: BISE Mardan

PROFESSIONAL QUALIFICATION

- *One year diploma in information technology (DIT)*

- *Six months account & bookkeeping course*

From: national vocational & technical training commission

SKILLS

- MS Word

- Ms Excel

- MS Power Point

REPERENCE

- Will be furnishing upon request