

Jawad Ali

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Location: Lahore, Punjab, Pakistan

Professional Summary

Motivated and detail-oriented Computer Operator and Store Keeper with over 20 years of experience in managing IT operations, inventory control, and administrative support. Strong background in data entry, equipment maintenance, inventory management, and team leadership. Seeking to leverage expertise to contribute to a dynamic and growing organization.

Work Experience

Computer Operator

Gohar Publisher, Lahore

May 2011 – Present

- Set up computers and hardware devices.
- Entered computer commands to initiate operations.
- Monitored systems for errors and corrected malfunctions.
- Conducted troubleshooting of hardware and software issues.
- Performed preventive maintenance and maintained inventory supplies.
- Ensured system security and responded to user requests and issues.

Record Keeper / Store Keeper

Sui Northern Gas Limited

May 2009 – April 2011

- Coordinated logistics for accurate and timely dispatch of goods.
- Maintained optimal storage conditions for various materials.
- Ensured compliance with health and safety standards in storage areas.

Store Keeper

Central Ordnance Depot, Lahore

July 1999 – April 2009

- Inspected and recorded incoming shipments against purchase orders.
- Monitored inventory levels to avoid overstocking or shortages.
- Prepared and maintained inventory reports and audit documentation.

Skills

- Data Entry
 - Microsoft Office (Word, Excel, PowerPoint)
 - Communication
 - Leadership
 - Team Management
 - Inventory Management
 - Troubleshooting
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Education

Higher Secondary Certificate (HSC)

Allama Iqbal Open University (AIOU), 2014

Secondary School Certificate (SSC)

BISE Lahore, 1992

Keywords

Computer Operator, Store Keeper, Inventory Management, Data Entry, IT Support, Preventative Maintenance, Troubleshooting, Microsoft Office, Team Coordination, Supply Chain Support, Record Keeping.
