



Zakirullah

Branch Manager

Branch Management & Operations

Managed day-to-day branch and warehouse operations, ensuring smooth workflow and timely dispatch.

Coordinated with head office, drivers, and field teams to meet operational targets.

Warehouse & Inventory Handling

Hands-on experience in receiving, sorting, storing, and dispatching shipments. Maintained accurate inventory records and reduced discrepancies through regular checks.

Team Supervision

Supervised field staff and warehouse helpers, assigned duties, and monitored performance.

Ensured discipline, safety, and compliance with company policies.

Data & System Handling

Maintained operational data, reports, and daily summaries using CLS, IPCV, and Peachtree.

Ensured accuracy in shipment records and financial documentation.

Customer & Vendor Coordination

Resolved customer complaints professionally and ensured service quality.

Coordinated with vendors and transport teams for smooth logistics flow.

Target & Performance Management

Worked under pressure to meet

CONTACTS

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7 years

Pakistani

Hindi, Urdu, English

Riyadh, Saudi Arabia

KEY SKILLS

- ERP
- Forecasting
- Accounting Software
- Data Analysis
- Budgeting Forecasting
- Auditing
- Management
- Office Automation
- Recruitment Selection
- Record Keeping
- Surveys
- Courier Management
- Logistics Supply Chain Management

CERTIFICATIONS

DIT

Board of Technical Education

Does not expire

PROFESSIONAL EXPERIENCE

TCS Pakistan (Pvt) Ltd.

Branch Manager

Apr 2022 - Dec 2025 | Karachi, Pakistan

Over All Branch Operation Management includes Team Management of 3 Districts ,Accounts ,Logestics ,strategiv planing ,reports preparation tracking ,customers satisfaction ,email response ,Zoom Meeting ,Complaint resolution,Hiring and training of staff ,ERP CLS,IPC,v Oracle ,

Muller and Phipps

Senior Field Supervisor Pharma and FMCG Division

Feb 2018 - Mar 2021 | Khi, Pakistan

Team Managemt ,Target Achivement ,Inventory Control ,Meetings with Field Force and Principals ,laison with Head Office ,Mainimtaining Records ,recruitment,selection and training ,ERP Modules ZNI,SalesMan,emails respond,target adjustment ,forecasting ,reports ,analising sales and inventory level ,employes apraisals .

EDUCATION

Master of Science - Human Resource Management

University of Malakand, Pakistan

2018

Bachelor of Business Administration - Management

IBMS, Pakistan

2013