

LIAQAT ALI KHAN

Experience

October 2020 – Present



Warehouse • Warehouse Keeper • Norinco-GMG-Daewoo (Orange line Metro Rail Transit System) OLMRTS

Control (IMIS) Inventory Management Information System that is directly link with **PMA** (Punjab Mass Transit Authority)

Received delivery from vendors

Make GRN'S after receiving items in warehouse and Issued the material to department as-well

Maintain Stock Ledgers in Excel and Manual

Operate Fork-Lifter & Overhead Crane

Operate Stereoscopic warehouse through software

Control all Inventory through Software, take Quarterly and Yearly Audits as-well

October 2013 – September 2020



Associate • Sales Man • Metro Cash & Carry Lahore, Pakistan

Ensure high levels of customer satisfaction through excellent sales service.

Assess customer's needs and provide assistance and information on product features.

"Go the extra mile" to drive sales.

Maintain in-stock and presentable condition assigned areas.

Actively seek out customers in store.

Remain knowledgeable on products offered and discuss available options.

Team up with co-workers to ensure proper customer service.

The associate is responsible for ordering the right merchandise that are required in the organization. If the inventory is kept properly, the organization will function properly.

He has to supervise over his subordinates so that the authentic



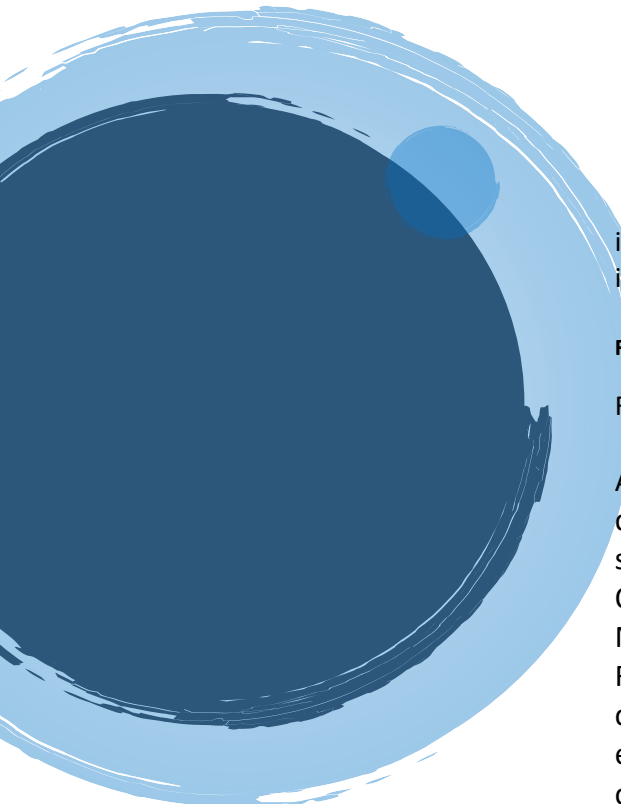
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information is provided to the customers. False information may lead to legal proceedings.

February 2009 – April 2013

Front Desk • Sales Man • Shezan Bakers & Confectioners



Attracts potential customers by answering product and service questions; suggesting information about other products and services

Opens customer accounts by recording account information

Maintains customer records by updating account information

Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Education

Matriculation,

- Alama Iqbal High School Nishat Colony, Lahore, Cantt.

Intermediate,

- Punjab University Lahore.

Bachelor of Arts,

- Punjab University Lahore.

Carrier Oriented Abilities & Professional Skills

- Effectively can adapt to new culture & environment
- Ability to perform under stress and effective time management
- SMART Working for ensuring productivity
- Good communication and soft skills
- Ability to work as good team player
- Effective communication and negotiation skills
- Good listener as well as keen learner
- MS Word, MS Excel, MS PowerPoint, MS Access

Language

Urdu | English | Punjabi

References

[Available upon request.]

