



# Muhammad Kashif

Logistics Officer



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Lahore/Punjab/Pakistan



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## ABOUT ME

*I am a positive, outgoing individual who strives for success through self-motivation and hard-work. Extremely enthusiastic and have a "work hard" attitude towards life. Learning behavior, a good team player as well as a leader, eager to work for pursuing the targets in a minimum time frame to achieve the best outcome.*

## SKILLS

7 / 10

Project Management

8 / 10

MS Project

9 / 10

MS Word

10 / 10

MS Office

6 / 10

Primavera P6

## EDUCATION

### MS Project Management

Riphah International University, Islamabad  
2018-2020

### BS Electrical Technology

Institute of Southern Punjab, Multan  
2013-2017

### Diploma of Associate Engineering (Electrical)

Punjab Board of Technical Education Lahore  
2009-2013

## EXPERIENCE

### Logistics Officer

Zoom Marketing Oils (Pvt) Ltd/ Lahore/ June, 2021-Present

- Prepare the sales certificates for OGRA on monthly basis.
- Prepare Product Movement Plan for OGRA.
- Verification of monthly bills with physical reporting & delivery order reports.
- Updating daily stocks of the company.
- Managing daily sales and stock reports and forward them to OCAC.

### Management Associate Admin & Procurement

Prudential Solutions Pvt Ltd/ Islamabad/ Sep, 2018-Mar, 2019

- Managing company Projects documents.
- Assist in developing and maintaining record.
- Overseeing the general operations of Company.
- Responsible for custody, safekeeping and timely processing of all of the official record, documents, and information.

### Services Engineer

Innovative Pvt Ltd/ Lahore/ Aug, 2017-Mar, 2018

- Attend and Resolve daily complaints (software & hardware) for UPS & ATM.
- Installation of New ATM's & UPS.
- Submission of all documents/engineering reports to concern authorities.