

CURRICULUM VITAE

MUHAMMAD IBTEHAJ KHAN

Flat. No 502, 6th Floor Al Razzaq Tower Sector 43b
Near Coast Guard Chowrangi Korangi no 2 ½ KARACHI
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HIGHLIGHT

To obtain a position where I can establish a platform for my career to prove myself as a determined professional. I want to make best of my skills using my education and experience. My career goal is to grow along organization for long period for the achievements of the organization.

EXPERIENCES:

May-2015 to onwards

10 Years Experience as a **Store Officer** in Supply Chain Management Department At
Pakistan International Airlines .

Job Responsibilities:

- Maintaining adequate inventory levels;
- Issuing supplies and updating the ledger;
- Advising Management on stock requirements;
- Filing of documents;
- Conducting stock-taking and inventory reconciliations
- Identifying obsolete and redundant items for timely decision
- Preparing periodic stores reports

ACADEMIC QUALIFICATION:

Matriculation to Karachi board 2007

Intermediate to Karachi board 2010

EXTRA QUALIFICATION:

- CIT Diploma in 06 Month course in KCD Institute

SKILLS:

- Quick Learner
- Self motivated
- Multi-Tasker
- Can work under tremendous pressure
- Punctual

PERSONAL INFORMATION:

- **Father's Name** : MUHAMMAD AZAM KHAN
- **Date of Birth** : 20 September 1990
- **Nationality** : Pakistani
- **CNIC No.** : 42201-8254273-5
- **Marital Status** : Married

REFERENCE: Can be furnished if needed.