

MUHAMMAD TARIQ IQBAL

A: 3193 2ND Floor Gulshan-E-Hadeed Phase-II

Bin Qasim Town Karachi, Pakistan

Cell # 0092-331-2715337

Email: mtariqlibra2014@gmail.com



CAREER OBJECTIVE:-

Dedicated and detail oriented Warehouse & Inventory Manager with extensive experience in warehouse operations, stock control and internal audit. Seeking a challenging position in a dynamic organization, where I can utilize my skills in inventory optimization, team leadership and risk assessment to enhance efficiency and ensure operational excellence.

PROFESSIONAL EXPERIENCE:-

Warehouse Incharge / Internal Auditor

Photo Magic International LLC, Dubai, UAE

(Mar 2022 – Nov 2024)

- Managing the receipt, storage and distribution of goods to ensure smooth supply chain operations.
- Maintain and update inventory records in coordination with the purchase department.
- Conducting monthly stock audits to prevent discrepancies and ensure accurate reporting.
- Monitoring branch stock demands and coordinating for timely replenishments.
- Ensured proper storage, labeling and handling of goods to maintain quality.
- Supervise warehouse staff and optimized workflow to improve efficiency.
- Generating daily, weekly and monthly reports on stock levels and warehouse operations.
- Ensured compliance with health and safety regulations in the warehouse.

Assistant Accounts Manager

Kassim Textiles (Pvt) Ltd, Karachi, Pakistan

(Jan 2019 – Feb 2022)

- Managing stock counting and inventory tracking for raw materials and chemicals.
- Assisting in bank reconciliations, payable management and transaction recording.
- Processing payroll and handling employees medical insurance claims record.

Internal Auditor

Photo Magic International LLC, Dubai, UAE

(Nov 2013 – Dec 2018)

- Conducting stock audits across multiple branches and preparing reconciliation reports.
- Ensure proper recording of sales transactions, inventory transfers, and stock adjustments.

Branch Accountant

Brac Pakistan (Aug 2011 – Feb 2013)

- Managing loan disbursements, repayments and branch cash flow, ensuring accurate financial records.
- Conducting account reconciliations, financial reporting and internal audits to ensure compliance with microfinance policies.
- Assisting field officers in loan portfolio management and loan repayment tracking.

Education

- **Association of Chartered Certified Accountants (CAT)** – Pakistan
- **B.Com** – University of Sindh
- **Intermediate** – Board of Intermediate Education Karachi
- **Matriculation** – Board of Secondary Education Karachi

Skills & Expertise

- **Warehouse & Inventory Management**
- **Stock Control & Replenishment**
- **Supply Chain Coordination**
- **Team Supervision & Workflow Optimization**
- **Data Entry & Inventory Software Handling**
- **Monthly Stock Audits & Reconciliation**
- **MS Office (Excel, Word, Outlook)**

Languages

- **English**
- **Urdu**

Personal Information

- **Date of Birth** : 29-Sep-1988
- **Nationality** : Pakistani
- **Gender** : Male

References

- Available upon request