

# Shahid Akram



Shahid.choudhary5@yahoo.com



0300-4822560



<https://rb.gy/4uonpm>



13 Feb, 1990

## Why *Shahid Akram*?

- Dedicated and motivated individual with versatile experience of working in cross-functional teams. Aspiring for a challenging position with the opportunity to nourish my skills while uplifting the organization.
- As an Inventory Controller / Data Entry Operator, I am perfect in my principles, applied tools and practices, Versatile and result oriented individual with thorough knowledge of all the kinds' equipment. My key strength includes leadership, creativity, troubleshooting skills and quick problem-solving ability
- To be a valuable member of a leading organization where I can efficiently apply my skillset for organizational benefits and enhance my learning.

## CORE STRENGTHS & ENABLING SKILLS

- Microsoft Office
- Office Management
- Documents Controller
- Site Supervisor
- Documents Controller
- Inventory Controller

## PROFESSIONAL EXPERIENCE

### IVCC Engineering (Pvt.) Ltd. Lahore, Pakistan

Working as *"Inventory Controller"*

2016 – Present

#### Responsibilities/Accomplishments:

- Utilize mainframe computer terminal to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled; adheres to strict accounting procedures in this regard
- Receive returned power line material stock items; disassembles, inspects, determines suitability of material for restocking
- Organizes and maintains warehouse and inventory yard areas for efficient material storage and handling; maintains labeling system on each stock item; manually stocks inventory shelving with stock items received or returned.
- Place orders to replenish merchandise as needed
- Oversee storage of products, particularly of fragile items
- Warehouse, Consumable store, Site's stock manages.
- PO, GRIN, CRV's created.

### Star Max General Maintenance LLC. Abu Dhabi, UAE

Worked as *"Site Supervisor"*

2014 – 2016

#### Responsibilities/Accomplishments:

- Managed sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance
- Met operational standards by contributing construction information to strategic plans and reviews, implementing production, productivity, quality, resolving problems
- Maintained safe, secure, and healthy work environment by following and enforcing standards and procedures complying with legal regulations
- Organized weekly meetings with team to improve the excellence of work

### Ahmad Al-Hindi Construction, Jeddah Saudi Arabia

Worked as *"Site Supervisor"*

2012 – 2014

#### Responsibilities/Accomplishments:

- Daily report of inventory to engineering manager, procure industrial tools and machinery
- Responded to all labor inquiries thoroughly and professionally
- Responsible for operating company's KPI dashboards and other software
- Introduced and implement safety protocols and process safety management
- Provided prompt response to labors enquiries, concerns and issues
- Provided product knowledge to the labors

## **New City Recruiting Bureau, Sialkot, Pakistan**

Worked as **“Computer Specialist”**

2010 –2011

### **Responsibilities/Accomplishments:**

- Prepared equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands
- Documented problems and actions by completing production logs
- Monitored computer and network systems using operating systems utilities; interprets console messages from system software or applications program, and perform required actions. Performs daily backup of systems

## **Mitchell’s Fruits & Farm (Pvt.) Ltd, Renala Khurd, Pakistan**

Worked as **“Trainee Mechanical Engineer”**

2009 – 2010

### **Responsibilities/Accomplishments:**

- Ensured system and product quality by designing testing methods; testing finished- product and system capabilities; confirming fabrication, assembly, and installation processes
- Maintained professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

---

## **PROFESSIONAL QUALIFICATION**

- **Bachelor of Science Software Engineering** (2020-Still Continue)  
Virtual University of Pakistan
- **Diploma of Associate Engineering (Mechanical) DAE** (2006-2011)  
Quaid-e-Azam Groups of Technology, Sahiwal, Pakistan
- **Matric, Computer Science** (2004-2006)  
Ravians Higher Secondary School, Renala Khurd, Pakistan
- **Certifications:**
  - Certified **“Effective Conversation”** by NIIT Management training company
  - Certified **“Coronavirus - What you need to know”** by Score 80% By ALISON
  - Certified **“Programmer Diploma of Computer Science”** by Ravians higher secondary school & Computer Institute

---

## **REFERENCE**

- **Ubaidullah Arif Qureshi – Process & Designing Engineer**  
Chartered Engineering & Outsourcing, Lahore  
**Contact #** 03320200098, **email id:** ubaidullah.q@gmail.com