

MUHAMMAD TAHIR

STOCK MANAGER/ACCOUNTS & OPERATIONS



CONTACT

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- Saeed Colony no 2 Susan Road Faisalabad, Pakistan.

SKILLS

- MS Word (Basic Proficiency)
- Excel (Basic Proficiency)
- Teamwork
- Time Management
- Problem Solving
- Effective Communication

LANGUAGES

- Urdu (Fluent)
- English (Intermediate)

REFERENCE

Available Upon Request



PROFILE

Career Objective

Dynamic and detail-oriented professional with hands-on experience in inventory management, accounting, and computer operations. Seeking a challenging position in a reputable organization where I can apply my skills in data handling, stock control, and financial record-keeping to support operational efficiency and contribute to business growth.



WORK EXPERIENCE

Arab Spices

(APRIL 2022 - PRESENT)

Stock Manager & Accountant

- Managed inventory and stock records
- Maintained daily accounts and cashbook
- Created purchase and sale reports
- Coordinated with suppliers for stock updates

City Emporium Mall

(MAY 2019 - MARCH 2022)

Floor Incharge & Cashier

- Managed floor operations and assisted customers
- Handled billing and daily cash transactions
- Maintained stock display and cleanliness

PepsiCo

(2017 - 2018)

Computer Operator

- Performed data entry and maintained sales records
- Created invoices and organized documentation



EDUCATION

B.Sc

2018 - 2020

Government College University Faisalabad

FSC (Pre-Engineering)

2015 - 2017

B.I.S.E Faisalabad