

KHURAM SHAHZAD

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Professional Summary

Experienced Store Officer with strong expertise in inventory management, company software-based store operations, and stock reconciliation.

Skilled in handling finished goods, raw material, packing material, and LC-based imported stock with accurate documentation and record control.

Professional Experience

Werrick Health Care

Finished Goods Store - 2000 – 2018

Managed complete finished goods inventory including daily stock updates and company software postings • Prepared dispatch documents including invoices, packing lists, and delivery challans • Issued vehicle gate passes and coordinated loading with transporters and drivers • Maintained accurate stock records in company software, Excel, and manual registers Ensured reconciliation between physical stock and system records • Coordinated with transporters and distributors to track stock until final delivery confirmation

Raw & Packing Material Store - 2019 – Present

Managed raw and packing material inventory with company software-based data entry • Recorded receipts, issues, and returns with proper documentation control • Verified incoming material against purchase orders and supplier documents • Maintained stock registers, and system records for traceability • Supported monthly stock audits and reconciliation activities

Imported LC-Based Material Handling

Managed imported raw material stock received against Letter of Credit (LC) • Verified incoming shipments with packing list, LC documents, and supplier invoices • Ensured material quantity and specifications matched approved LC records • Coordinated with procurement and finance teams for LC documentation • Reported discrepancies and ensured proper resolution before system entry

Transport & Gate Pass Coordination

Prepared vehicle gate passes for incoming and outgoing shipments • Coordinated with transporters for loading and dispatch schedules • Maintained vehicle entry/exit records and dispatch tracking • Ensured smooth coordination between security gate and warehouse staff,

Education

Bachelor of Arts (BA)
(AIOU), Islamabad — 2011

Certification/Trainings

- Freelancing — DigiSkills.pk (2025)
- Virtual Assistant — DigiSkills.pk (2025)
- E-commerce Management — DigiSkills.pk (2026)
- Data Analytics & Business Intelligence — DigiSkills.pk (2026)
- Basic Computer Course — 4Star Computer Center (2006)