

Resume



AHAD MUFTI

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Objective

Suitable placement in your leading organization with opportunity for a Progressive career.

Work experience

[Organization: Maharam Trading & Supplies]

[Doha]

[Job Title- Biomedical Storekeeper]

[Starting 2024]

- Maintained Accurate records of biomedical equipment and parts inventory.
- Monitored stock levels and initiated procurement through LPO follow-ups with suppliers.
- Coordinated with drivers and logistics personnel to ensure safe and timely delivery of equipment.
- Ensured all incoming and outgoing equipment was properly documented and inspected.
- Supported the maintenance team by ensuring availability of required tools and parts.
- Adhered to safety and regulatory standards for biomedical storage and transportation.

[Organization: Al Shomoukh Trading for Tech & Medical Supplies (ASTEMED)]

[Abu Dhabi]

[Job Title- Logistics Assistant]

[Starting 2019] [End of Services 2021]

- Coordinated the delivery of biomedical equipment to hospitals and clinics, ensuring safe handling and timely transportation.
- Maintained organized and secure storage of biomedical devices, spare parts, and accessories in compliance with safety and regulatory standards.
- Verified incoming shipments, checked equipment for damage, and ensured all deliveries matched purchase orders and delivery notes.
- Issued equipment to relevant departments and maintained accurate records of inventory movement using stock management systems.
- Scheduled and followed up on equipment deliveries with drivers and logistics teams to ensure proper handling and customer satisfaction.
- Assisted in periodic stock audits and maintained optimal stock levels to avoid shortages or overstocking.
- Ensured cleanliness, labelling, and systematic shelving within the biomedical store for efficient retrieval and stock rotation.

[Organization: Specialist Automatic Gates L.L.C]

[Abu Dhabi]

[Job Title- Sales Executive]

[Starting 2016] [End of Services 2018]

- Developing relationships with existing customers via meetings, telephone calls and emails.
- Making accurate, rapid cost calculations, and providing customers with quotations.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information and providing feedback on future buying.
- Making inquiries and purchasing with suitable prices (with different companies)
- Aiming to meet or exceed targets.

[Organization: Sage International]

[Abu Dhabi]

[Job Title- Sales Representative]

[Starting 2012] [End of Services 2014]

- Developing relationships with existing customers via meetings, telephone calls and emails.
- Making accurate, rapid cost calculations, and providing customers with quotations.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information and providing feedback on future buying.
- Making inquiries and purchasing with suitable prices (with different companies)
- Aiming to meet or exceed targets.

Educational Qualifications

- American High School Diploma - Passed High School XII in 2008

Computer Qualifications

- **Diploma** in MS-word, 2000 (MS-word, MS-excel, MS-PowerPoint)
- **Diploma** in computer hardware and software.
- Complete Knowledge about networking.

Skills

- Verbal and written skills and the ability to type 45 wpm
- Good communication skill
- Team coordination and group skills
- Ability to adapt to any working Atmosphere.
- Ability to work under pressure
- Pleasing telephone manners
- valid U.A.E driving license (Issue Date- 14/2/2010)

Personal Information

- Date of Birth 14th Nov 1985
- Fathers Name Khalid Pervaiz
- Marital Status Single
- Nationality Pakistan
- Passport No BS0579623
- QID Valid for 1 years
- Languages Known English, Urdu, Punjabi

A Promise to You

- ☐ A sincere and dedicated service of which your organization will be proud of.