



Muhammad Hassan Tayyab

Nationality: Pakistani

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Home: Okara (56300) - Punjab (Pakistan)

ABOUT ME:

Experienced Store In-charge (Mechanical Store) with strong skills in inventory control, material handling, team supervision. Skilled Salesman/Cashier, Storekeeper with expertise in customer service, billing, stock management, and record keeping. Reliable Warehouse, Packing & Dispatch Worker experienced in order processing, packing, and timely dispatch operations. Assistant Sub-Engineer with basic technical knowledge, site support experience, and ability to coordinate with engineering teams.

WORK EXPERIENCE:

Store Incharge - Mechanical Store

Al-Khair Rice Mills (Private) Limited. - Okara Pakistan (MAY 2018 - Till Now)

- Manage receipt, storage, and issuance of mechanical spare parts and materials.
- Maintain accurate inventory records, stock levels, and documentation.
- Coordinate with procurement and maintenance teams for material requirements.
- Ensure proper labeling, safe storage, and preservation of mechanical items.
- Monitor minimum and maximum stock levels to avoid shortages or overstock.

Salesman/ Cashier and Storekeeper

Metro - Cash and Carry - Lahore, Pakistan (AUG 2014 - MAY 2018)

- Assist customers, promote products, and ensure excellent customer service.
- Operate POS system, handle cash, card payments, and daily cash reconciliation.
- Prepare sales invoices, receipts, and maintain sales records.
- Receive, inspect, and store materials as per standard procedures.
- Maintain accurate inventory records using manual or computerized systems.
- Issue materials against approved requisitions and update stock registers.

Warehouse/ Packing and Dispatch Worker

Home Mart, a Supermarket - Okara, Pakistan (NOV 2013 - JUL 2014)

- Receive, check, and store incoming goods as per warehouse procedures.
- Pick, pack, and label items accurately according to dispatch orders.
- Load and unload materials safely using proper handling techniques.
- Prepare dispatch documents and maintain basic inventory records.
- Ensure timely dispatch and coordination with transport teams.
- Follow safety, quality, and cleanliness standards within the warehouse.

Assistant Sub-Engineer

Building Division - Okara, Pakistan (NOV 2012 - SEP 2013)

- Assist engineers in site supervision, measurements, and daily project activities.
- Prepare and verify technical drawings, BOQs, and site reports.
- Coordinate with contractors, supervisors, and skilled labor on site.
- Monitor work quality, safety compliance, and material usage.
- Support inspection, testing, and maintenance of engineering works.
- Maintain site documentation, progress reports, and official records.



ADDITIONAL INFORMATION:

Information

- Passport: AT7134412
- Date of Birth: 25/05/1989

SKILLS:

- Inventory control and stock management.
- Mechanical spare parts handling and store operations.
- Cash handling, billing, and POS system operation.
- Customer service and sales support.
- Material receiving, inspection, and issuing procedures.
- Warehouse operations, packing, and dispatch coordination.
- Order processing, labeling, and documentation.
- Basic computer skills (MS Excel, records, reports).
- Team coordination and staff supervision.
- Safety compliance and workplace organization.
- Technical support, site coordination, and basic engineering knowledge.

EDUCATION AND TRAINING:

Diploma of Associate Engineering (DAE) - Civil Technology (2009 - 2012)

Punjab Board of Technical Education (PBTE), Lahore, Pakistan

Secondary School Certificate (High School) - 2008

Board of Intermediate & Secondary Education (BISE), Lahore, Pakistan

Diploma in Warehouse Management

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LANGUAGE SKILLS:

Mother tongue(s): **Urdu C1**

Other language(s): **English**

	Understanding		Speaking		Writing
	Listening	Reading	Spoken Production	Spoken Interaction	
English 	C1	C2	C1		C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user