

Muzafar Abbas

 Document Controller

Details	
Phone	+971553155090
Email	muzafarabbas7018@gmail.com
Location	Al Satwa, UAE, 8C St,

Summary

An enthusiastic, self-motivated, reliable, responsible, and hard-working person willing to learn through professional experience which will allow development, growth and make use of my existing skills. I've good listening and communication skills. As a passionate Inventory Controller with a keen eye for detail and a strong background in inventory control, I am excited about the opportunity to join your dynamic team. My commitment to creating user-friendly interfaces and optimizing inventory processes aligns perfectly with your goals. I am eager to contribute my skills and problem-solving to enhance your operations and drive success.

Experience

Jan 2024 • Apr 2025

Discount Plus Gift

Document Controller, Mafraq Industrial Area

Enter and update large volumes of data into specific databases or Software with a focus on accuracy and efficiency. Conduct regular data verification and cleansing processes to ensure data integrity, reducing errors. Collaborate with team members to generate reports and assist in data analysis for management decision-making. Maintain organized filing systems, both digital and physical, improving data retrieval time. Handle sensitive information in compliance with confidentiality protocols. Supported administrative functions by managing data entry tasks, document preparation, and scheduling. Utilized specific software for maintaining client records and generating reports. Assisted in organizing and maintaining office files, contributing to a more efficient work environment. Mostly used ALTA Vista desktop app for inventory Management. Implemented a new tracking system, improving accuracy by 25%. Utilized data analytics to forecast demand, minimizing stock outs. Conducted regular audits, ensuring compliance and reducing discrepancies. Prepare invoice and enter in database and sometimes make credit note if payment are cut are high old price, first we inform that if he change the invoice we don't need to cut it, sometimes customer said that we return our item and we make GRV means (GOOD RETURN VOUCHER).

Jan 2023 • Jul 2025

Eziline Software Company

Front-End Developer, Pakistan

Developed and maintained responsive and user-friendly websites using HTML, CSS, and JavaScript, improving user engagement. Collaborated with designers and backend developers to implement modern web design practices and enhance functionality. Integrated APIs and third-party services to extend website capabilities and improve user experience. Conducted cross-browser testing and debugging to ensure consistent performance across all devices. Developed reusable components, streamlining future

project workflows. Utilized version control for smooth team collaboration and project tracking. Achieved high client satisfaction scores through timely project delivery. Crafted responsive web designs that boosted user engagement by 30%.

Education

2018 • 2022

Information Technology

Bachelor of Science, University of Education, Lahore, Punjab, Pakistan

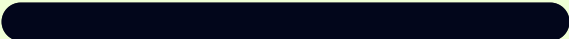
Completed thesis on innovative data analysis techniques. Achieved a GPA of 3.1/4.0 in graduate coursework. Graduated with distinction in Bachelors of Science program. Presented research at two national conferences. Completed a research project on renewable energy.

Certifications and Licenses

All academic degrees fully completed and attested by relevant educational authorities and government bodies. Verified documentation available upon request. Compliant with national and international credential recognition standards.

Skills

Organizational skills



Database management



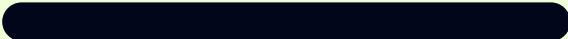
Problem solving



Ms word



Analytical skills



Computer literacy



Customer service



Ms excel

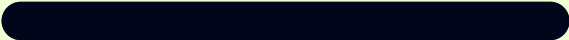


Languages

English



Hindi



Urdu

