**Overall 11+ years’ experience helps in establishing an effective communication process for implementing strategic plans, operational and administrative process for smooth performance of the entire system.**

**Proactive personnel with exceptional interpersonal skills collaborated with the fine expertise of professionalism and dedication to increase customer base and rendering support for effective management.**

**To be a part of an organization where my true potential can be unleashed and utilized for the tremendous growth of the company.**

***Internship***

* **Philips Pakistan Limited**

(*Formerly Philips Electrical Industries of Pakistan Limited*)

(Professional and Consumer Lighting Company) **(February 2015 – August 2015)**

Philips is one of the world's top three consumer electronics companies, with a range of products based on the company’s world-leading digital technology competencies, and designed to enhance consumers’ everyday lives - at home, at work or on the move.

**Department:**

Logistic & Procurement

**Principle Duties and Authority:**

* Identify the goods and services to procure.
* Complete Purchase Orders and issue to suppliers.
* Agree on delivery timeframes and methods.
* Receive goods and services from suppliers.
* Review and accept the items procured.
* Coordinates with the clients.
* Making quotation for order placing and preparing comparative statements.
* Maintaining and updating of records.
* Ensure current and accurate inventory control.
* Ensure that space, equipment and resources are optimized to enable reduced lead times.
* Ensures operations are conducted as per the SOP’s.
* Guides and motivates the personnel under his control for performance enhancement.
* Verifying Daily Inspection Checklists
* Goods moving instructions.
* Placing and keeping of materials at site and feedback from the storekeeper.

***Practical Experience***

* **eVoiceScribe (Pvt.) Ltd.**

(Medical Transcription Company) **(April 2007– December 2014)**

Medical transcription, also known as MT, is an allied health profession, which deals in the process of transcription, or converting voice-recorded reports as dictated by physicians or other healthcare professionals, into text format.

**Scope of Duties:**

MT/Quality Controller

**Principle Duties and Authority:**

* Typing Speed: 85 to 100 words per minute.
* Knowledge of anatomy, physiology medical terminology with various medical specialties.
* Knowledge of medical transcription guidelines and practices.
* Transcribes accurately, utilizing correct punctuation, grammar and spelling, and edits for inconsistencies.
* Ability to use designated reference materials.
* Knowledge of dictating equipment, computer, and appropriate computer software.
* Ability to operate designated word processing.
* Ability to follow written instruction.
* **Mehran Associates**

(Real Estate Company) **(June 2005 – August 2006)**

Mehran Associates works as builders, property consultants and booking agents.

**Scope of Duties:**

Marketing Executive

**Principle Duties and Authority:**

* Marketing.
* Customer service focus.
* Sales negotiating.
* Property valuations.
* Buying and selling.
* Commercial buildings.
* Residential lettings.
* Property lettings.
* Documentation.
* **Lightopower (Pvt.) Ltd.**

(Electric Engineering Services/Installations Company) **(July 2004 – December 2004)**

Lightopower has a proven track record of successful installation of Floodlights in all major cricket stadiums in Pakistan as well as monumental/spot lightning in various cities/areas of Pakistan including beaches, auditoriums, historic buildings & roads.

**Scope of Duties:**

Technician

**Principle Duties and Authority:**

* Assist in the developing of programs for new equipment and major repairs.
* Maintain electrical equipment.
* Research and test vendors' and competitors' products.
* Prepare and study technical drawings and specifications of electrical systems to ensure that installations and operations conform to standards.
* Assist in the purchase of materials and production equipment.
* Obtain quotes on costs of new electrical projects.
* Diagnosis cause of electrical or mechanical malfunction or failure of operational equipment and performs preventive and corrective maintenance.

***Academic Qualifications***

* MBA (Supply Chain Management) KASBIT (2013)
* B.Com (Graduation with Commerce) University of Karachi (2010)
* F.Sc (Higher Secondary School Certificate) (2005)
* S.S.C (Secondary School Certificate with Science major) (2002)

***Computer Skills***

* Microsoft Windows
* Microsoft Office
* SAP (Systems Application Products)
* Peachtree (Accounting Software)
* Primavera 3 (Business Planning Software)
* Internet Surfing/Researching
* Well versed with customized inventory management Soft wares

***Language Proficiency***

* English
* Urdu

***Personal Information***

Date of Birth: December 22, 1986

Nationality: Pakistani



**Gulfjobseeker.com CV No:** **1465212**