**JAM**

**JAM.297100@2freemail.com**

*To obtain a position in a progressive and dynamic organization that utilizes my previous achievements, skills, and strategic thinking and leadership abilities and enables me to learn new techniques.*

**PERSONAL PROFILE**

High-Seasoned dependable professional with excellent knowledge of principles and procedures involved in planning, resource allocation, Procurement and budget.

**WORK HISTORY**

**Fauji Fertilizer Bin Qasim Karachi (June 2013 – Till Date)**

***Executive - Supply Chain Procurement***

* + SAP Work On MM Modules
	+ Initiating of Purchase order, Request of Quotation, Preparation of comparative statement, Preparation/vetting of Bill as per Purchase order on SAP.
	+ Preparation of Budget (Supply Chain Management)
	+ Audit Correspondence of IMS
	+ Maintaining Monthly Salary of Daily Wedges Staff in SAP
	+ Daily Attendance and discipline of employee in Supply Chain Management Staff.
	+ Daily Incoming / Outgoing Mail record/ disposal.
	+ Vendor Registration correspondence.
	+ Handling Petty Cash of Department.
	+ Telephone Communication.
	+ Email Response.
	+ All other task assigned by the Head of the Department.

**Air Express Courier Company (June 2010 to Nov 2013)**

***Branch Supervisor***

**Accountant**

* + Daily & Monthly Sale Sheets.
	+ Daily & Monthly Expense Sheet.

**Customer Care**

* Maintain vendor’s accounts & sales records.
* Attend meeting with others courier and cargo
* Proficient in computer skills including MS Office.
* Maintaining statement of account on a Daily Basis & financial statement on the monthly basis.
* Preparation of accounts for audit on quarterly basis and take action on the basis of recommendation by audit board.

 **QUALIFICATION**

**2014 - MBA** in **Supply Chain Management** (Last Semester in Process)

**2009 - Bachelors in Commerce** Karachi University

**COMPUTER SKILLS**

* Good understanding of Microsoft Dynamics CRM 2011 & 2013.
* Excellent in MS Word / Excel / Power Point.
* SAP.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **NAME** | JAM  |
| **DOB** | 10-12-1988 |

**REFERENCES**

Available on request.