**JAM**

[**JAM.297100@2freemail.com**](mailto: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**

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

**REFERENCES**

Available on request.