**MOIN**

**C/o-Cell: +971505891826 Email:** **moin.341237@2freemail.com**

**ACADEMIC QUALIFICATIONS:**

EMBA (Human Resource Management) 2004

Preston University Karachi Pakistan

BA (English) 1994

University of Karachi Pakistan

**COMPUTER LITERACY:** (Expert level)

MS Word

MS Excel

MS Powerpoint

Windows 98, 2000, XP, 8, Vista

Internet

**WORKING EXPERIENCE:**

MOBILE LAND SYSTEMS LLC, Ras Al Khaimah and Dubai UAE

Procurement Officer 2014 to 2016

Responsibilities

* Supervision of Procurement department
* Assessing suppliers
* Supply and Chain control with the stores and production
* Ensuring timely delivery of ordered materials
* Correspondence with foreign suppliers
* Ensuring Import documentation and clearance through logistic staff
* Reporting through QuickBooks
* Preparing high value Purchase Orders
* Enquiring of prices of high value purchases

OVERSEAS INVESTORS CHAMBER OF COMMERCE AND INDUSTRY, Karachi Pakistan

Corporate / Admin Manager 2009 to 2013

**Responsibilities:**

* To provide top quality services related to government issues to member companies and their staff
* To supervise Research work
* Attending meetings and preparing minutes
* Legal documentation and correspondence
* Supervision of Export Certificate department

I T Officer 2004 to 2009

**Responsibilities:**

* To ensure timely dissemination of information to multinational member companies
* Supervision of I T department and trouble shooting
* Preparing presentations

Accounts Associate 1997 to 2004

**Responsibilities:**

* To provide full support to Accountant and Chief Accountant in preparing all the Account related documents.

**PERSONAL INFORMATION:**

Date of Birth: 2nd February 1973

Birth Place: Karachi.

Marital Status: Married

Languages: English, Urdu