***IMRAD***

***(Incharge Procurement/Production Coordinator)***

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***Email:*** [***imrad.355504@2freemail.com***](mailto:imrad.355504@2freemail.com)

**CAREER OBJECTIVE**

**To seek the right opportunity for a lifelong career in organization with encouraging, growth oriented environment for hard work. I need an environment where I could furnish my abilities and learn from my seniors.**

**PERSONAL PROFILE**

**Nationality : Pakistani**

**Date of Birth : Dec 3rd 1983**

**CORPORATE EXPERIENCE**

1. **Organization**  **General petroleum UAE**

**Duration Sep 2012– March 2016**

**Designation:** **Incharge Procurement/Production Coordinator.**

**Location: Hamriya Free Zone Sharjah**

**JOB DESCRIPTION**

* Creating LPO and follow-up against job order
* Responsible for arranging all the packing material against job order.
* Receiving material and making batch for the production
* Completing all the paperwork to make the document to prepare GRN.
* Responsible for raising GRN
* On basis of GRN responsible for raising purchase invoices to send the documents for creating cheque for the suppliers.
* Utilizes an on-line inventory system on daily basis, maintains a variety of inventory and warehouse records
* Ensure that the logistic team which is involved in local delivery, shipping, picking order etc. as a team in a coordinated manner.
* Develop good coordination with production dept. to ensure orders are delivered to customers on time in good condition and the right location.
* Develop the company’s inventory management strategy.
* Manage and maintain the company’s material and stocked product  
  inventory including stock profiles and stock locations.
* Minimize overstocks and removal of obsolete / redundant raw  
  materials to maximize availability of working capital.
* Ensure that goods inward / stock control department is well organized  
  and controlled to sufficiently support production and the goals of the  
  business.
* Ensure incoming product is receipted and managed appropriately  
  according to company procedure.
* Ensure materials are ready and available for production as and when  
  required.
* Ensure that any materials that are late or holding up production for  
  whatever reason are chased and followed up until received.
* Ensure sub contract processes are received back and that suppliers  
  are chased to ensure no late delivery situation.
* Produce daily reports to ensure key critical areas of the stock system  
  are controlled and any discrepancies addressed and resolved.
* Possess relevant IT skills in basic MS Office applications - outlook, excel &  
  word in particular and a working knowledge.

1. **Organization**  **K & H pvt ltd Pakistan.**

**Duration Sep, 2010 – jan 2012.**

**Designation:** **Marketing Executive, Admin Officer**

**Location: Peshawar, Kohat, karak.**

**JOB DESCRIPTION**

* Responsible for the sale in two cities.
* Prepare cost estimate manually.
* Making marketing sale strategy.
* Responsibility of All the supply chain management.
* Analyze survey reports, incentives, and sale.

1. **Organization**  **Pak Qatar Family Takful Pakistan**

**Duration July 2008 to Aug 2009**

**Designation:** **Financial Consultant**

**Location: Rawalpindi**

* Making CRM.
* Supervision over my span of control team.
* Strategy to make work better in team management.
* Prepare daily working strategy.
* Prepare daily progress report for the work.

1. **Organization**  **F.M 93 Kohat Pakistan**

**Duration April 2006 to July 2008**

**Designation:** **Compeering**

**Location: Kohat**

* *On\_air programmed compeering.*
* *Making script for the programe.*
* *Taking feedback from the* market.
* Worked according to rule and to follow the specifications..
* Bringing Nes from all the sports events from the market and surrounding.

**ACADEMIC CARREER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate/Degree** | **Passing Year** | **Division** | **Board/University** |
| **MBA (Marketing)** | **2008-2010** | **1st** | **Kohat university of science and technology. pakistan** |
| **BSc (computer science)** | **2002 – 2005** | **1st** | **Kohat university of science and technology. pakistan** |
| **FSc(pre-eng)** | 200-2002 | **1st** | Board of Intermediate and Secondary Education Kohat. pakistan |
| **SSC (science)** | 1999 | **1st** | Board of Intermediate and Secondary Education Peshawar. pakistan |

**Note. 6 year teaching experience in different schools and colleges in pakistan.**

**PROFESSIONAL COURSES Competencies skills**

Operating System Interpersonal skills

MS Word Presentation skills

MS Excel Communication skills

MS Power Point Radio Compeering

In Page (Urdu) Managerial Skills

BSc Computer Science Market Skills

**LANGUAGE /COMMUNICATION SKILL**

* English (Speak, Read, Write Fluent)
* Urdu (speak, read, write Fluent)
* Pashto (Speak, Read, write Fluent)

**RESPONSIBILITIES**

* Responsibility of Making business Plans for new product.
* Marketing creative strategy
* Building strong and long term customer relationship.
* Making incentive plans.
* Cost Calculation.
* Making controlling plans in case of deviation in goals and achievements.
* Setting price on demographic base.
* Deployment Of machinery & Manpower for Proper Execution of Work.
* Responsibility of motivation and enthusiasm of sale team
* Perpetration sale, records, Drawing and Relevant Details.
* Basic Knowledge of computer of Ms Word, Ms Excel, Power Point.

**REFRENCENCES:**

Will be furnished on demand

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