|  |
| --- |
| E:\Travelling Documents\Personal\Imran\New Passport\mY pICTURE.png Professional Summary |
| Solutions orientated Procurement specialist who can formulate and drive a consistent approach towards all sourcing, purchasing and tendering activities, so as to ensure value for money is maximized and cost savings generated**PERSONAL DETAILS****Date of Birth :** 3rd Oct 1985 **Nationality :** Pakistani**Marital Status :** Married**Languages**  : Arabic , English , Urdu   |
| EMPLOYMENT HISTORY |
| **Logistics and Procurement Specialist** **Hitun Co for Food Import – Tripoli , LIBYA** **Oct 2015 - March 2017** **Selected Accomplishments*** Processed Customs Entries, i.e. classify invoice as required, file entry, and respond to inspection requests
* Review documents for accuracy as prescribed by the standard operating procedures
* Requested Air freight quotes and compare responses, and execute movement
* Negotiated and maintained shipping contracts with Freight Forwarding Companies
* Maintained shipping records/ filing.
* Analyzed inventory levels and placed purchase orders based upon lead time and product demand.
* Preparing Order Sheets for All Products,
* Finalize purchase details of orders and deliveries ,Establishing terms, pricing, quality requirements, delivery
* Communicated and worked with shipping, receiving, and accounting departments, extensive contact and handled confidential documents.
* Kept track of quality, quantity, stock levels, delivery times, transport costs and efficiency
* Performed other duties as assigned by the company

**Foreign Procurement Specialist** **Material Department** **Harouge Oil Operations, Tripoli-Libya****December 2009 to July 2015** |
|  |
| Selected Accomplishments |
| * Ensure that materials and services are ordered and delivered in the right quantities, locations, and in the right time in accordance with the required material standard specifications while ensuring operations delivery targets are met.
* Finalize purchase details of orders and deliveries
* To ensure that materials and services are available for the petroleum, drilling operations and engineering sections to meet contractual and operational needs through proactive supply chain processes
* Prepare and complete documentation in accordance with the relevant international regulations for shipment of goods by Sea or Air. Systematically editing HOO’s requisitions regarding Foreign / Local Purchasing and up to date keeping of purchasing relevant data bases
* Contact and follow-up Local / Foreign Vendors and Suppliers for quotation and tenders.
* Evaluating quotations and tenders documents jointly with the End-User and preparing documentations and recommendations to the Foreign / Local Coordinator.
* Assist Materials Department to collect Invoices and Purchase Order for Payment. Expedite of materials from assigned suppliers. Perform a follow up role with the suppliers for purchase order after placement, to ensure the timely delivery of material in support of production needs.
* Transmits and prioritizes approved purchase orders and supporting documents to supplier.
 |
|  |
| **Airfreight Supervisor** **ADM/TNT Cargo Services , Tripoli-Libya****June 2006 to August 2007**  |
|  |
| **Selected Accomplishments** |
| * Handling day to day running of airfreight import/export operations
* Liaising with overseas offices , co-loaders and contractors
* Ensuring proper and correct shipping/freight related documentation
* Liaising & coordinating with carriers / customers / suppliers , to ensure smooth deliver of shipments
* Ensuring that all the refund deposit money are tracking and follow up with in properly timeframe
* Providing quotations in a prompt manner and follow up on rate requests to secure business
* Performing other specific functions as assign by the company
 |
| **SKILLS** **Procurement:** Contract and cost negotiations, order/requisition placement, supplier relationship management, inventory control, planning, sourcing, global supply chain management**Software:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access); Adobe ,Oracle , Corel Studio |
|   |
| PROFESSIONAL EDUCATION |
| * Higher National Diploma in Telecommunication from Civil Aviation & Meteorology Higher Institute Tripoli Libya
* Advanced Diploma in IT from Pakistan Community Institute Of Information Technology , Tripoli Libya

**REFERENCES**  Available on request |
|  |
|  |