**RIAZ**

## [Riaz.364837@2freemail.com](mailto:Riaz.364837@2freemail.com)

# Objective

In my career I envision me as a dynamic and motivated individual with a strong pursuit of excellence. I will strive to improve my performance with every passing day. I believe in teamwork and cooperation, which is a key to the success in the constantly changing world.

# Experience

## Worked as a Purchase Manager in Pearl Continental Hotel Bhurban Murree Pakistan

## (July, 06-April, 16)

**PURPOSE**

Responsible for supervising, coordinating and participating in the activities of purchasing personnel, engaged in the procurement of hotel equipment and supplies both locally and imports.

**RELATIONSHIP**

Purchase Manager reports to the Director Finance which is the Head of Department. The purchase staff report to Purchase Manager and also they receive management instructions through purchase manager.

**MAIN RESPONSIBILITIES**

* Check and sign presence list of purchasing staff.
* Ensure preparation of local PO and prior to obtaining management approval.
* Coordinate with Dept.Head regarding the availability of subtitles bearing in mind suitability in term of price, quality and requirement.
* Handle all correspondence, faxes of purchase department.
* Informs requisitioning dept.Head in case or price change of deliver time as advised by IHC office placing order.
* Supervises and coordinates all aspects of purchasing staff duties.
* Ensure all imputation shipping documents in proper order including tappis/MC/IC/consular invoice/bill of lading/Airways bills and supplier invoices.
* Will institute training program of staff for proper understanding of purchasing procedure and upgrading of staff.
* Should make himself fully conversant with IHC purchasing manual and IHC specification manual.
* Ensure that all purchase requisition explicitly state required specifications and while follow up with Dept.Head when same not done.
* Conduct weekly purchase meeting and evaluate the weekly activities.
* Signs and prepares follow up faxes for importation purchase order and shipping documents.
* Attend the Dept.Head meetings.
* Attend the F&B meeting and brings up relevant points, including status of importations.
* Visit local market factory and harbor for development to be fully aware of local chaining situations.
* Check the monthly importation status report and follow up on all deviations.
* Ensure survey of local market at the end of the month with Chef and Cost Controller and ensure reasonableness of prices, quality and delivery.
* Advise management of new products available, shortage of supplies following methods of price saving by storing of items in advance before they disappear from the market.
* Prepare job evaluation of purchasing staff work performance.
* Prepare schedule of yearly leave and long leave for all purchasing staff.
* Prepare department goals and reports on same.
* Performs any additional tasks as instructed by the management.
* Attend purchasing seminars.

## Worked as a Distribution Supervisor with Gulf Catering Company KSA

## (Aug,03-July,06)

-

## Worked as a Purchase Coordinator/Purchase Officer in Pearl Continental Hotel Bhurban Murree Pakistan (1995-2003)

**MAIN RESPONSIBILITIES**

* Procurement and purchasing of local items as well as imported items, best quality but lowest prices in the market.
* Survey the local market on the daily basis and purchase items.
* Collect quotations from different suppliers to make PO’s.
* Search for items which are not easy available.
* Check the weekly importation status reports and follow up on all deviations.
* Follow up of emergency demands and urgent supplies.
* Follow up of regular deliveries and in case of any shortage proper arrangements for the short supply.
* Negotiations with supplier to get best quality at best minimum rates.
* To carry out any other duties assigned by the management.
* Follow ups for the purchase requisitions received.
* Arrangement of stocks in time.
* Search for new suppliers to vast the market contacts.
* Monitor all the purchases.
* Handle all the correspondence, faxes of purchase department.
* Able to work on Tejari System. . (e.Procurement).
* Able to work on Micros-Fidelio Material Control.
* Able to work on oracle based system.

# Education

 **Intermediate**

Peshawar Board Pakistan

 **Matriculation**

Govt High School Swabi Pakistan

# Skills

* Excellent Administrator, with an ability to accomplish the task successfully.
* Cross Cultural Communications, and team leadership.
* Willing for new task and new capacity to adapt to changing demands and conditions.
* Demonstrates respect towards superior and follow their instructions effectively.
* Makes oral and written communication clear and easy to understand.
* Shows leadership skills and makes positive contribution to team projects.

# PERSONAL QUALITIES

* Highly motivated, dedicated and versatile with excellent communication and interpersonal skills.
* Strong organization ability with sound administration skills.
* Achieving targets and results under pressure within a competitive market place.
* Confident and effective in dealing with general public.
* Effective leadership and management skill.

# I.T SKILLS

* Strong computer skills in Windows MS Word, MS Excel, MS Power Point & Internet browsing.
* FMC (FIDELIO Material Control)
* OPMS
* TEJARI (e.Procurement).
* HRI

# ACHIEVEMENTS

* Awarded as supervisor of the year.

# PERSONAL DATA

D.O.B. : 11-11-1971

Marital Status: Married

Sex : Male

Religion : Islam

Nationality : Pakistani

Visa status :Visit visa till 15 July, 2017

# LANGUAGES KNOWN

* English (Read, Write & Speak)
* Urdu ( Read, Write & Speak)
* Pashto (Read ,Write,&

Speak)