* **CORE COMPETENCIES**
* Effective organizational skills along with initiative and self-confidence to work independently
* Ability to deal with people diplomatically, dependable and willingness to learn
* Calm & ability to withstand work load and pressure
* Enthusiastic and active team player.
* Considerate and supportive to colleagues.
* Successfully taken control of situations to perform tasks.
* Focused in gaining experience in all aspects of finance.
* **ACADEMICQUALIFICATION**
* ***College Degree:***
* ***Graduated Bachelor in Commerce*** *major Accounting*
* ***Institution:***
* *University Of Karachi, PAKISTAN*

 ***Date:*** *March 2008*

**QUALIFICATION SUMMARY**

* **Diploma in Procurement & Supply from CIPS (UK) in process**
* Contexts of procurement and supply
* Business needs in procurement and supply
* Sourcing in procurement and supply
* Negotiating and contracting in procurement and supply
* Managing contracts and relationships in procurement and supply
* **ACCA (UK) Discontinued**
* F-1 (Accounts in Business)
* F-2 (Management Accounting) Cleared
* F-3 (Financial Accounting)



**Aslam**



Dubai, United Arab Emirates Mobile C/o-No.: +971 503718643

 E-mail: aslam.378451@2freemail.com

**CAREER OBJECTIVE**

*To Utilize The Optimum Of My Interpersonal Skills To Excel In My Career & Serve In A Progressive Organization That Provides A Congenial Working Environment And Vast Opportunity For Professional Growth To Combine Exceptional Interpersonal And Computer Skills Based On Achievements And Results.*

**WORK EXPERIENCE (United Arab Emirates)**

Company Name : **Cinmar Lighting System LLC (Dubai / Abu Dhabi)**

Industry : **Lighting Contracting**

Date : **August 2015 till Date**

Position Title : **Procurement / Estimation cum Logistic Officer**

Job Description: **Procurement /Estimator cum logistic Executive**

* *Handle orders from inquiry to delivery and the various steps in between.*
* *Assist with both domestic and international sourcing of products*
* *Manages commercial and supplier aspects of product development and sourcing projects.*
* *Research products and create presentations.*
* *Provide superior customer service to both clients and sales representatives*
* *Requests for proposal, and other sourcing documents, evaluates and recommends purchasing and sourcing decision to management.*
* *Manages the sampling and product approval process for the project. Plans, directs, and coordinates the work activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.*
* *Sending enquiries and obtaining prices, analyze prices, prepare material and labor cost estimation and bid price.*
* *Negotiate agreements and agreement related duties. Identifies and cultivates new business relationships related to products and product development services.*

**STRENGHT**

* Honest and Hard working
* Able to work under pressure
* Positive attitude and excellent communication.
* Fast learner and willing to acquire additional skills.

**Professional Trainings**

**SHEARGOLD LTD (UK)**

* 2 Months training withShear Gold Ltd the biggest Procurement & Sourcing Company in UK & the main agent of UN.

**Hariz Me (Dubai)**

* 1 Month worked as a trainee with Hariz Me (Dubai) EventsOrganization as Procurement Officer.

**MEDIA MOTION (Dubai)**

* 3 Months Training with MEDIA MOTION Events organization as Procurement cum Event Coordinator.

**ACHIVEMENTS**

Saved exceed cost on purchase of material by arranging the material from other circle/branch Participate in Organization & Arrangements of Local Festivals, Functions & Social Services.

Cost Reduction by almost 5% -7% by developing new vendors and renegotiating the prices.

Reduced number of vendors by consolidating services.

Efficiently completed whatever task assigned other than related to procurement

* Job Description: **Logistic Coordinator**
* Responsible for maintaining a record of all outstanding purchase orders with external vendors.
* Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.
* Expedites all critical orders with local subcontract vendors.
* Reviews expediting schedules on all customer orders. Obtains and information to planning and sales teams.
* Responsible for all duty customs sales including certification and verification, drawback, and compliance with governmental agencies.
* Coordinates imports and exports.



Company Name :**KR Construction LLC (Dubai)**

Industry :**Construction**

Date :**December 2013 to August 2015**

Position Title : **Procurement /Purchase officer**

* Job Description: **Procurement /Purchase officer**
	+ *Responsibilities of Fully Computerized & ERP Procurement based on oracle and online Purchase Order is prepared in Oracle System 11-i. Screening of Requisitions Prior to Forwarding for procurement In-charge. Material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.*
	+ *Reconciliation vendor Statement with Oracle System & Manual. Stock Verification, Analysis of Vendor Performance & Price Variance.*
	+ *Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.*
	+ *Procurement of all kind of material (Civil, Mechanical, & Electrical).*
	+ *Material Management. Planning for daily consumables material for next one month. Billing status. Making the comparative statement*
	+ *Negotiating with the vendors for Rate, Delivery and Payment Terms.*
	+ *Budgeting, Monthly Budget is prepared as per the requirement of Project (At Site)*
* **Ability to operate computer application and programming languages such as**:
	+ MS Office
	+ Typing speed 38 wpm
	+ Microsoft Outlook
	+ Internet Browsing & E-mailing
* **Good command on**
	+ - CRM
		- Quick Book
		- Oracle
		- Tally
* **3 Months course in merchandising from PRGTI**

**SKILLS**

* Plan the work on daily basis
* Discuss issues with reporting manager immediately
* Working closing with Internal clients
* Implement ideas that lead to process improvements (cost, time, service improvement).
* Ensure appropriate and adequate documentation is in place for process & action
* Learning & operating new systems and various processes
* Improving job quality & speed work process

Company Name : **MEDIA MOTION PR. (Dubai)**



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| --- | --- | --- | --- |
| Industry | : | **Advertising / Marketing.** |  |
| Date | : **December 2012** **–** **December 2013** |
| Position Title | : **Procurement officer.** |

* *Maintain a work relationship with vendors & venues.*
* *Planning Event aspects, such and venue sitting dining.*
* *Coordinating event entertainment including music, performer and guest speaker.*
* *Staying under budget while planning Event specification.*
* *Issuing invoicing and collecting payment in a timely manner and creating financial reports.*
* *Managing and overseeing events on the day of, including problem solving, welcome guest, communicating with staff and on-going vendors.*

Company Name : **Unisons Trading & Distribution LLC (Dubai)**

|  |  |  |  |
| --- | --- | --- | --- |
| Industry | : | **Trading & Distribution** |  |
| Date | : **December 2010** **–** **November 2012** |
| Position Title | : **Procurement officer/Transport In-charge** |

Job Description: **Procurement officer**

* Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
* Continuously monitoring, evaluating and improving supplier performance.
* Sourcing the most affordable materials for the company’s manufacturing process.
* Projecting stock levels.
* Reviewing tenders and bids.
* Controlling the purchasing budget.
* Monitoring delivery times to ensure they are on time.
* Ensuring the adequate supply of all required materials, components and equipment.
* Managing the procurement supplier relationships for the company.
* Helping to source alternative items for buyers and customers.
* Developing sourcing strategies.
* Managing commodity cost initiatives.
* Preparing high quality tender documentation.
* Regularly contacting suppliers to renegotiate prices.
* Resolving disputes and claims with vendors and suppliers.
* Keeping all supplier programs current and accurate
* Promoting best practice across the company.
* Involved in writing up contracts and the terms of sales.
* Developing relationships with distributors.
* Working to create and promote a safe working environment.
* Involved in selling off excess, damaged and inventory and stock.

**HOBBIES**

* Reading Informative books.
* Bowling
* Swimming

**PERSONAL DATA**

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| --- | --- | --- | --- |
|  |  |  |  |
| Nationality | : Pakistan |
| Marital Status | : Single |
| Passport Validity: **08 Aug. 2018** |
| Visa Status | : **Employer (Cancel on** |
| **Request)** |  |  |

Driving License: **UAE**

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Job Description: **Transport In-charge**

* Evaluated plans for developing transport vehicles.
* Ensured effective delivery of goods and supervised transported goods vehicles.
* Analyzed and reported the goods to the customers and checked their analyses.
* Maintained schedules of drivers and assistances of the vehicles.

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| --- | --- |
|  | **WORK EXPERIENCE (Pakistan)** |
|  |
| Company Name : | **Union Export (pvt) Ltd** |  |
| Industry | : **Home Textile** |
| Date | : **November 2006** **–** **December 2010** |
| Position Title | : **Purchase officer** |

Job Description: **Purchase officer**

* *Maintain records of goods ordered and received.*
* *Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.*
* *Prepare and process requisitions and purchase orders for supplies and equipment.*
* *Control purchasing department budgets.*
* *Interview and hire staff, and oversee staff training.*
* *Review purchase order claims and contracts for conformance to company policy.*
* *Analyze market and delivery systems in order to assess present and future material availability.*
* *Develop and implement purchasing and contract management instructions, policies, and procedures.*
* *Participate in the development of specifications for equipment, products or substitute materials.*
* *Resolve vendor or contractor grievances, and claims against suppliers.*
* *Represent companies in negotiating contracts and formulating policies with suppliers.*
* *Review, evaluate, and approve specifications for issuing and awarding bids.*
* *Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.*
* *Prepare bid awards requiring board approval.*
* *Prepare reports regarding market conditions and merchandise costs.*
* *Administer on-line purchasing systems.*
* *Arrange for disposal of surplus materials.*