RESUME

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| ***PERSONAL INFORMATION*** | **Awais** |
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|  |
| awais.38719@2freemail.com  |
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| SexMale | Date of birth 9thOct 1992 | Nationality PakistaniVisa Status: (Resident ) Purchasing Representative Valid till October 2019 |

***Carrier Objective***

To remain embarked on the challenging career-path of business administration environment where experience can be leveraged used and enhanced to increment knowledge, and complement the analytical and implementation skills in organization focused on adding value to the business.

***Working Experience***

**June 2017 - Present**

**Najom AlAhlam Cargo and Loading Unloading LLC, Dubai, United Arab Emirates**

**Working As:-Purchasing Representative**

**Responsibilities:-**

* Negotiations with vendor terms, prices and schedules delivery using knowledge of budget and schedule requirements.
* Adheres to purchasing policies, processes and procedures.
* Catering out warehouse and inventory control policies and procedures.
* Usage of knowledge material work planning and methods engineering processes and procedures to coordinate product deliveries.
* Negotiations best vendor terms, pricing and delivery based on specific budget and schedule requirements.
* Use of knowledge machines and equipment to schedule items necessary to continual production cycles.

Business Sector: - **Cargo**



**January 2017 – June 2017**

**Banjonsa Airways Overseas Manpower Services Rawalpindi, Pakistan**

**Worked as: Travel Consultant**

**Responsibilities**

* Sells services to clients by convincing them to employ him or her for arranging the travel.
* Assists individuals and groups in planning, organizing, and booking travel.
* Conducts research according to the requirements of the client; get the most affordable deals if that is what the clients wish.
* Provides a list of suggestions that the clients can choose from.

Provides clear information for each choice so that the clients can decide properly.

* Coordinates with tour operators and travel agencies regarding tour package choices; bargains with them to get the most affordable rates.
* Monitors weather conditions.
* Keeps track of the customers while on travel and provides assistance as the need arises.
* Acts as tour guide if necessary.
* Ensures that the travel goes smoothly by making all necessary preparations and anticipating all that can happen.

Business or sector: **Aviation**

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 **Oct 2014- Dec 2016**

**Metropolitan International School PVT Limited Affiliated with Federal Board**

**Near Chinar Chowak Upper Plate, Ward no 11, 13100 Muzaffarabad A.J.K, Pakistan**

**Worked as:-Assistant Accountant**

**Responsibilities**:-

* Computer accounting systems and databases, spreadsheets, business math and communication skills.
* Preparing financial documents such as invoices, bills, and accounts payable and receivable. Completing purchase orders. Completing financial reports on a regular basis and providing information to the finance team.

Business or sector: **Education**

***Education Qualification***

**Starting Year: June 2017**

**Passing Year- June 2018**

**Master of Business Administration with Specialization in (Human Resource Management)**

**Accredited by Guglielmo Marconi UniversityRome (Italy- EU) (On-Site)**

**Westford University Collage (Sharjah-UAE)**

 **Starting Year: - June 2017**

 **Passing Year: - March 2018**

 **Total No of Modules: - 06**

 **Completed All (On-Site)**

**Level 7 Postgraduate Advanced Diploma in International Human Resources Management (Awarded by Cambridge International Qualifications, CIQ, UK)**



 **Starting Year:-September 2009**

 **Passing Year: - April 2013**

**Bachelor of Business Administration (B.B.A) Accredited by National American University (U.S.A)**

**Oxford Education Institute(Sharjah- UAE)**  **C.G.P.A: -3.12**



**Starting Year: - September 2007**

**Passing Year: - July 2009**

**High School Diploma (A-levels) Accredited by James Madison High School (U.S.A)**

**Oxford Education Institute (Sharjah- UAE) G.P.A: -3.50**

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| ***Project*** |  |

* Dissertation Project Completed with hard work, research and invest to **National American University(USA)**from**January 2013 to March 2013.** The topic was **Impact of non-monetary compensations on employee performance**.
* Dissertation Project completed through market research and hard work from the **September 2017 to March 2018** and submitted to **Guglielmo Marconi University ( Italy ,EU)** ,**Topic was Analysis of Marketing Structure & loyalty of customers at McDonalds United Arab Emirates.?**

***Communication Skills***

Skills i gain through my job

* Excellent written and verbal communication skills.
* Confident, articulate, and professional speaking abilities
* Empathic listener and persuasive speaker
* creative Writing
* Speaking in public, to groups, or via electronic media.
* Excellent presentation & have negotiation skills

***Human Resource Related Skills***

* Sound knowledge of HR workings.
* Good command over HR concepts.
* Can work under pressure.
* Target oriented.
* Human Resources Information Software (HRIS)
* Quick learner.

***Organizational skills***

I gain through my work place and from vocational training.

* Communication
* Self-confident
* Oral Communication
* Public Speaking
* Taking Charge
* Task Analysis
* Workflow Management
* Workforce Analysis
* Working with Others
* Writing

**Digital Competence**

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| **Information Processing** | **Communication** | **Content Creation** | **Safety** | **Problem Solving** |
| Proficient user | Proficient user | Proficient user | Proficient user | Proficient user |

* System Software (Windows, Internet)
* Sound Knowledge of MS-Word, MS- Excel, MS-Power Point Good Typewriting speed (70w/pm) with (11 Years' Experience)
* **intuit Quick books** (2 Years' Experience)
* **Sage Peachtree** (2 Years' Experience)
* **Tally ERP 9** (9 Months Experience)
* **Oracle** (1 Year and 9 months)

**Driving License**: Pakistani Driving since 2007( A1, A, B)

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| ***Personal Skills*** |  |

**UAE Driving License: In Progress**

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| **Mother Tongue (S)**Urdu (Pakistan) | **Other Language (S)**English (US), German (DE) |

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| ***German (DE)***  |
| **UNDERSTANDING** | **SPEAKING** | **WRITING** |
| Listening | Reading | Spoken interaction | Spoken production | Writing |
| A1Basic user | A2Basic User | A1Basic user | A2Basic User | A2Basic User |
| Certificates and diplomas |
| Title | Awarding body | Date | Level\* |
| GOETHE-ZERTIFIKAT A1 | Goethe Institute Karachi P.K | 10/05/2014 | A1 |
| Linguistic and intercultural experience |
| **Description** | **Duration** |
| Using languages for study or training: Discussion on the tradition customs, culture of Germany and German people. Extra time invested to learn German language easily to have more broad vision to understand the country. | 11/1/14‑5/5/14 |