

**TAHIR**

Email: [tahir-396571@2freemail.com](mailto:tahir-396571@2freemail.com)

# CAREER OBJECTIVE:

A highly experienced detail-oriented and analytical Accountant and Supply Chain specialist, looking to join of an organization where I can greatly contributed my strategic, methodological and operational expertise, in which illuminate my skills, knowledge and relevant experience in Accounting and supply chain at the same time taking advantage of opportunities for both personal and professional growth.

# ATTRIBUTES:

* Solid background in implementation of Supply Chain Management and Financial accounting procedures and principles.
* Strong analytical and planning capabilities; able to assess changing trends in Supply Chain, financial and provide creative ways to improve the supply chain and financial services resulted to maximization of profit and productivity.
* Proactive management skills, able to engender staff loyalty and harmonize team performance.
* Goal-oriented, able to deliver results within given time frames and budgetary constraints without compromising quality.
* Excellent communication and presentation skills; able to clearly convey complex ideas and can ensure the smooth flow of information in the workplace.

# EDUCATION:

2019-present **Minds Training Center, Sharjah United Arab Emirates**

ACCA (Association of Certified Chartered Accountant)

# 2009-2011 University of the Punjab, Lahore Pakistan

Bachelors of Commerce

Established in 1882 at Lahore, the University of the Punjab is the largest and the oldest seat of higher learning in Pakistan. It was the first to be established in the sub-continent in Muslim majority area.

# SKILLS:

* Financial & Cash Management, Accounting and Auditing, Procurement and Supply Chain Management
* Inventory Management, Stock Control, Distribution and Forecasting
* Standardizing Policies & Procedures, Report Generation, Payroll Administration
* Knowledge in Different Accounting Software (ERP focus and others)

# PROFESSIONAL EXPERIENCE:

June 2017 – at present

# ACCOUTANT CUM LOGISTICS SPECIALIST

Dubai United Arab Emirates

Provides Equipment for Hire to varied business sectors, operating from multiple locations throughout the UAE. Ismail Technical Services LLC was formed in 2012 with focus in providing rentals and material lifting solutions, over the time we have added range of cost saving, environmentally sensitive and fuel efficient equipments, which enables our clients to increase site efficiency and reduce fuel consumption.

Responsibilities  Checked and finalized customer orders, quotations, sales orders, and suppliers.

* + Checked shipping and other invoices and updated the sales ledger accounts in the system.
  + Generated customer and supplier statements of accounts and followed up on collection and payment.
  + Closely liaised with shipping agents, customs officers, and transportation providers.
  + Handled import/export requirements i.e. legalization, COO, LC and other matters.
  + Supervised day-to-day logistics activities inbound and outbound transactions.
  + Managed warehouse and inventory (stock control, forecasting, stock levels stock out).
  + Coordinated periodic inventory cycle counts, supervised year-end and monthly stock closings and regularly updated the inventory management system.
  + Established excellent customer services by providing a highest level of support at all times

March 2016

March 2017

# PROCUREMENT AND SUPPLY CHAIN MANAGER

W.Y.H Green Fuel Solution Malaysia

W.Y.H Green Fuel Solution is one of the Malaysian Leading Agriculture companies, providing professional integrated agricultural solutions. We are Malaysian seed supplier and fertilizer distributors. We are specialized in a wide range of seeds, fertilizers, soils and some agricultural equipment. We provide free consultations, and we have been continuously searching for great products for our customers.

Responsibilities  Co-ordinate the development and implementation of regional sourcing strategies in conjunction with the global sourcing teams.

* Produced outstanding logistic supports, consistency, continuation, material administration and other responsibilities based on logistics programs.
* Ensured staffs understanding of company procedures and consumer and data protection laws develop customer, service policies and set up customer feedback and complaints procedures.
* Maintained and developed positive business relationships with a customer's key personnel who are involved in or directly relevant to a logistics activity.
* Executed performance tracking measures including planning and assigning responsibilities and managing overall performance.
* Monitored operations and ensured that staff members complied with administrative policies and procedures, safety rules, union contracts and government regulations.
* Managed supply chain processes and liaised with a variety of parties, including suppliers of raw materials, manufacturers, retailer’s consumers.
* Ensure that lines of communication are setup, clear and timely information flows internally.

Feb. 2012

March 2015

# ACCOUNTANT CUM LOGISTICS

Green Crest Industries FZCO

Jebel Ali Free Zone Authority, Dubai UAE

Green Crest Industries FZCO was established in 1991 where it was registered Bahamas since 2001, Green Crest Industries FZCO is one of the largest manufacturing company producing woven, plastic bags in Middle East.

Responsibilities  Facilitates development through implementation of centralized purchasing policies and procedures, domestic and global sourcing, vendor selection, relationship management, inventory control and materials management planning, contract negotiation, cost analysis and cost-reduction.

* Creates and enforces business policies to meet the business target and customer needs in procurement processes by optimizing the sourcing resources.
* Provision of strengthening inventory, supply chain and outsourcing management.
* Develops and redraws the areas of logistics and supplies; streamlines and implements strategies to reduce total logistics costs; manage the sourcing of and transactions with national and international suppliers; identifies points of bottleneck and establishes work plans to ensure increased production levels, plans, executes and defines industrial layout.
* Planning, forecasting the requirement of the production to enhance a smooth production flow to achieve the customer delivery satisfaction.
* Manages vendor quality issues, customer enquiries and orders by providing strategic analysis and recommendations to the management for continued improvement initiatives.
* Conducts root-cause analysis to identify areas for improvements in supply chain management and production processes.
* Monitors inbound and outbound and other logistics activities.
* Closely liaise with shipping agent, federal customs, transportation, and other matters.
* Ensure that lines of communication are setup, clear and timely information flows internally.

# PERSONAL INFORMATION:

Nationality : Pakistan

Resident Currently : Dubai, United Arab Emirates Visa Status : Residence Visa

Marital Status : Single References provided upon request.