**AZAM**

**Azam.368603@2freemail.com**

Career Objective:

To serve an organization which not only provide me carrier growth for my professional and financial development but also offer me challenges target to sharpen my abilities and enrich my experience for the development and progress of the organization.



**ORION GROUP OF COMPANIES. P.O BOX 34698 RAS AL KHAIMAH UNITED ARAB EMIRATES**

**PROCUREMENT OFFICER**

**FROM 9TH FEB 2016 TO TILL DATE**

* Working on ERP (Enterprise resource planning) an oracle based software
* Receiving inquiries from sites for materials.
* Store Supervision
* Searching most suitable suppliers for materials.
* Keeping in view specification recommended by client or consultant.
* Negotiation of rates.
* Supplier and materials evaluation according to their qualities and payments terms.
* Material management.
* Document controlling.
* Making manual log sheet of inquiries for following up.
* Making MRQ (material requisition) and LPO’s (Local purchase orders)
* Delivery schedule
* Follow up for payments.
* Reporting to Head of Department.

**Employment Record:**

**EURO INDUSTRIES (PVT) LTD.**

 **SARGODHA ROAD GUJRAT-PAKISTAN**

**INVENTORY CUM PROCUMENT MANAGER FROM 8TH JAN 2011 TO 31ST JAN 2016**

**Personal Information:**

**Awards & Achievement:**

|  |  |  |  |
| --- | --- | --- | --- |
| GRADUATION (B.A) | UNIQUE COLLEGE & ACADEMY WAZIRABAD | UNIVERSITY OF THE PUNJABLAHORE | 2010 - 2011 |
| DAE (MECHANICAL) | G.P.I COLLEGE SIALKOT | TEVTA BOARD LAHORE | 2005-2008 |
| MATRICULLATION | G.P.H.S SCHOOL WAZIRABAD | BISEGUJRANWALA | 2005 |

**Reference:**

**Interest & Hobbies:**

**Academic Qualifications:**

* To maintain record of material as well as issuance of item to various departments.
* Checking and auditing of materials and machinery spare parts to ensure accuracy and completeness.
* Supplier and materials evaluation according to their qualities and payments terms.
* Searching backup of suppliers and negations of rates for reducing products cost by keeping in view of material quality.
* To undertake the function of stock taking and confirm the periodic stock on regularly bases.
* To supervise the offloading process the subsequent arrangement of merchandising material and consignment so it can be accessed and identify easily.
* Supervising the issuance and material consumption of specific department.
* Reporting to C.E.O’s regarding materials & suppliers.

Computer proficiency & Key Skills:

Operating oracle based software “ERP” for internal and external needs.

Microsoft Office Excel, word, Acrobat reader.

Supplier Management.

Negations skills.

Under pressure working ability.

Setting daily targets

Documents controlling.

Internet Surfing & Socializing

Facebook, instagram, twitter

Cricket

Watching Movies.

Achieving employ of the award 2013-2014.

Getting training of QMS “Quality management system” from ISO representative within the firm.

Participating in national & international exhibitions

Reference will be provided if available