

ALLAH DITTA

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Email: allah.ditta1180@gmail.com**CAREER SUMMARY**

Strong management professional with a demonstrated history of working in a Business Management, HR & Administration, Coordination and Procurement. Skilled in Microsoft Office, Problem Solving, Client Engagement and Customer Service. Great initiative to take on challenge, eagerness to learn and determination to succeed.

EMPLOYMENT HISTORY**BUSINESS MANAGER****Chiniot, Punjab, Pakistan**

Al-Madina Oil & Ice Factory

April 2017 to Current

- Collecting the auxiliary information from vendors/brokers to procure the raw materials.
- The information is clubbed and compared to conclude and negotiated if necessary to place P.O's.
- Cotton seeds are processed to gain the final products i.e. Oil Cake and resign.
- The product is marketed at cattle forms in rural areas and sold by maintaining a sustained relation.
- The scheduled credit collection take place and disbursed to due vendors into their banks but profit.
- The whole process in closely observed and categorically recorded.
- Power and labor expenses incurred and govt. duties/taxes are paid.

ACCOUNTS & SALES EXECUTIVE**Industrial Area 2, Sharjah, UAE**

Al-Manarah Al-Baydah Aluminium Cont. LLC

January 2017 to March 2017

- Dealing with Account Receivables and Account Payables.
- Maintaining Books of Accounts and handling petty cash.
- Making arrangements for Visa renewal of workers.
- Issuance and closing of job cards.

PROJECT COORDINATOR**Thuwal, Jeddah, Saudi Arabia**

International Center for Contracting Co. (IC)

KAUST-Perimeter Security Systems

Saudi ARAMCO

April 2015 to July 2016

- Process submissions (for Saudi ARAMCO Standard Compliance the Documents, Materials, Drawings and Payment Applications) to review for consolidation and comments if any.
- Prepare response for approval, rejection and correct & re-submit on behalf of Saudi ARAMCO Project Management Team (SAPMT).
- Updating record of the whole process in project management system i.e. PMan anywhere.
- Preparation of temporary and permanent security accesses for contractor, sub-contractors and associates in order to visit top sensitive areas.
- Arranging training for Work Permit Receivers and issuers.
- Coordination among proponent, client, consultant, contractor, sub-contractors and associates.

PROCUREMENT OFFICER**Downtown, Jeddah, Saudi Arabia**

Drake & Scull Construction KSA

Al-Esayi Commercial Tower

Saudi Real Estate Agency

June 2012 to March 2015

- Acquiring the project Material Requisitions with specifications and quantity from main store.
- Sending electronically to vendors seeking their best prices/quotations.
- Producing comparison sheet for qualitative suitable price and agreed terms and conditions.
- Processing approved P.O's to particular vendor to deliver the material and equipment.
- Receiving delivery notes and invoices upon delivery for cash and credit payments.
- Ensure that Construction standards and client satisfaction/approval is considered.
- Negotiating sub-contract package under agreed terms and conditions.
- Development of sustainable sincere relationship among project associates.

ACCOUNTS OFFICER / HR & ADMIN OFFICER**Faisalabad, Punjab, Pakistan**

Abdur Rahman Corporation (Pvt.) Ltd.

January 2010 to June 2012

- Maintaining company financial statements and handling multiple bank transactions.
- Disbursement of Employee's wages and salaries in cash.
- Operating QUICKBOOK Accounting System and recording cash transactions.
- Recruitment of skilled & fresh daily wagers for quality control exportable textiles.

- Observing timekeeping for payroll formation and IN/OUT gate passes.
- Ensuring availability of safety measures for HSE standards compliance.
- Ensuring EOBI & Social Security certification and monthly contributions.

INTERNAL AUDIT OFFICER

Chiniot, Punjab, Pakistan

Iqbal Rice Miller & Rice Exporters

August 2007 to December 2009

- Verification of raw product (paddy, unprocessed rice) purchase documents.
- Clarification of documents in light of policy & procedures to release payments.
- Conduction of surprise cash count and stocktaking and preparation of observation reports.
- Equipment & Spares store stack checking through issues/receipts for transparency.
- Checking export sale documents throughout the cycle.
- Observing CF Bank accounts transactions in order to regulate bank interests.
- Assessing risks of all operations in company benefits.

EDUCATION AND CERTIFICATIONS

- Bachelor of Commerce (B.Com) completed in 2007 from University of the Punjab, Lahore Pak.
- Achieve honorary certificate of best coordination during project running from SAUDI ARAMCO (Saudi Arabian Oil Company KSA) in KAUST-Perimeter Security Systems (6600029847, BI-25-00026)
- Six Months Diploma in Computer Applications (DCA) from Semi-government institute.

SKILLS & PROFICIENCIES

Management: Administration support, MS Office suites, Flex budgeting and lean six sigma.

Cross-Functional Team Leadership: Managing, training, motivating and grooming departmental teams

Accountability: Put client first, self-starter, compliance bound and driven to succeed

Personality & Behavior: Naturally humble & polite, go extra mile to help customers.

Adaptability: Quick learning ability and love to learn, strong personal ethics and excellent team player

Client Relationship and Engagement: regard every customer to be a regular customer and for that I build strong and long lasting relationship by enriching the service with trust and authenticity.

PERSONAL INFORMATION

Marital Status : Married
CNIC # : 33201-4992858-7 (valid until 11-11-2026)
Passport No. : DD1748582 (valid until 16-03-2025)
Language : English
Other Language : Urdu, Punjabi, Arabic

REFERENCE

Will be given when required.