

# MUHAMMAD AMJAD

S/O MUHAMMAD JAMIL



Flat B-202, Park View Apartment, B/2, Block 13/A  
Gulshan-e-Iqbal-Karachi, Pakistan-75300

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Date of Birth: 01 December, 1985 (34 Years)  
National Tax No. (NTN): 3409899-2 (Return Filer)  
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## **CAREER SUMMARY**

*Versatile, hardworking, result oriented & multitalented professional having 13+ years' diversified hands on experience in the fields of Accounts & Audit, IT-ERP Consultancy, HR/Admin, Local & Foreign Procurement, Sourcing & Stores Handling, Logistics and Import & Export Documentation. Zealous to keep business practices of emerging companies run smoothly and to explore more solutions in functional areas for streamlining current business processes and mobilizing extreme organizational growth efficiently with the use of latest methods, valiant efforts & technologies.*



## **Sui Southern Gas Company Limited**

*Fueling National Progress (Large Scale Oil & Gas Sector)*

### **Senior Officer Procurement, Stores & Logistics**

From Jan, 2012 to Present (8+ Years' Experience) **Total 13+ Years diversified Experience**  
(Member of Supply Chain Management Strategies Innovation & Pre-Qualification of Suppliers & Contractors Team)

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#### **My Responsibilities are as follows:**

- Performing business procedures as responsible super user with Oracle ERP modules i.e. Financials, General Ledger, Accounts Payables, Receivable, Stores & Inventory Management, Supply Chain Management, Purchasing, Sourcing, Sourcing Supplier, iSupplier Portal and Menu designed for Dairy of Actions for Complete Process Flows/SOPs, Date Entering, Monitoring & Viewing in Latest oracle application E-Business Suite.
- Procurement & sourcing of goods and services under the ambit of Public Procurement Rules 2004 & SRO's, SOP's and company policies with true letter & spirit.
- Provide various Inventory Management Services related to stock control, procurement and supply of all types of production, engineering, drilling and general materials and equipment required for the operations.
- Handling of complete replenishment cycle for all types of materials and includes identification of the needs to issue of purchase orders.
- Responsible for availability of stock materials in right quality and quantity at the right time.
- Propose work according to a commitment plan with proven targets for major commitments.
- Prepares document/presentation and participates in different levels of Tender Opening committees and Tender Board Meeting.
- Understanding commodities, pricing, managing complex relationships with long term partners, and as well as managing complex data.

- Preparation of I-form and get approval from bank contacting with banks for obtaining original documents of shipment on LC payment and onward submit in custom for initiating custom clearance process & Payment of GD's.
- Follow up with Vendors/Suppliers for the delivery of materials/items to ensure timely delivery at delivery site mentioned in PO.
- Preparation and handling of documents including:
  - Standard Operating Procedure (SOP)
  - Expression of Interest (EOI)
  - Tender Documents
  - Advertisement proof readings
  - Departmental Trainer for new updates and new hires
- Follow-up and close communication with Users, Suppliers, and Manufactures.
- Manage negotiation and contracting process for companywide suppliers.
- Ensure material/items supplied from the Vendors/Suppliers or transferred from other site should be received by staff of store/inventory section.
- Check all formalities related to incoming/outgoing items such as delivery & issuance Challan, Invoice, Purchase Order, Test certificates, Weight Slip etc.
- Ensure material/items are counted/weighted/measured accurately.
- Ensure material is checked for adequacy such as breakage, distortion and deterioration by the sub-ordinate before unloading.
- Ensure material/items are approved by quality control section before accepting it for storage and proper authorization, in right quantity of right specification, and at the right time.
- Protect material from losses due to fire, theft, evaporation, obsolescence as per HSE policy.
- Managing daily goods receipt register/goods inward register is maintained as per standard procedure by the sub-ordinate to determine current stock of material physically.
- Ascertaining location indexing & coding and stores coding (Bar code) for easy identification of every item of stores.
- Supervising logistic arrangements of consignment for smooth delivery at sites
- Periodically review Goods inward register & other document for correctness.
- Pre-Qualification of suppliers/vendors, insurance companies, consultancy firms, custom clearance agents and logistic firms.
- Conducting local and foreign market surveys for sourcing and awareness of quality & price updates of goods & services while procurement of New & Old Automobiles, Gas Meter Parts, Drilling Machines, Pipelines, Construction Materials, Maintenance of AC Chiller Plant Vendors, Availability of Workforce, Outsource Logistics etc.
- Redress the issues addressed by Procurement Grievances Committee as per direction of Public Procurement Regulatory Authority (PPRA).

### **Coordinator (HR/Admin Services)**

From Oct, 2008 to December, 2011 (3.2 Years' Experience)

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#### **My Responsibilities Including:**

- Performing business procedures as responsible super user with Oracle EBS modules Human Resources Management HRMS, Financials, Accounts Payables, in Latest oracle application R12.
- Provide administrative support to HR executives in processing or salaries, overtime and benefits.
- Organize, compile, update company personnel records and documentation
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off & medical spending.
- Prepare, manage and store paperwork for HR policies and procedures

- Preparation of appraisals & annual assessments on performance management system
- Posting job ads on careers pages and processing received resumes
- Help organize and manage new employee orientation, on-boarding, and training programs
- Departmental Administrative Assistant to Head of Department on Vehicle Furniture, Stationary, Services purchases and maintenance, allocations and routine Office Management.
- Management of office equipment and infrastructure to ensure a well-running office.
- Balancing office budgets and re-appropriation of budget heads as required.
- Make logistic arrangement including flights reservations, hotel and vehicle arrangement for project staffs, visitors/partners and consultants.

### **Functional Consultant (ERP-Information Technology)**

From Jan, 2008 to Sep, 2008 (9 Months Experience)

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#### **My Responsibilities Including:**

- Implementation and post implementation functional coordinator to Oracle EBS modules Financials, Accounts Payables, Inventory, Supply Chain Management, Purchasing, Sourcing, Human Resources Management HRMS, Sourcing Supplier and iSupplier Portal in release oracle application 11i.
- In-house Implementation of Oracle Purchasing, Sourcing, Inventory, Supply Chain Management and Online Bidding System and preparation of documentations & user manuals.
- Work closely with vendor and internal stakeholders cross functionally to execute, maintain and oversee the new ERP system & its modules.
- Support end-users of the system by releasing maintenance and upgrade plans
- Assist with the planning/management of a number of IT related projects
- Functional Consultant and Trainer of in-house implementation of Oracle User Productivity Kit (UPK) and data entry to implemented Oracle Modules.
- Member of team in-house up gradation of Oracle ERP version 11i to R12.
- Routine Data Back up and management of Data Tapes with IBM Pakistan for ERP & LPG Databases & Servers.
- Administration and User Management of Visual Source Safe (VSS) Server.

### **Accounts & Audit Assistant (Financial Services)**

From Jan, 2007 to December, 2007 (01 Years' Experience)

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#### **My Responsibilities Including:**

- By using Oracle ERP performing large scale accounting data entry with accuracy, processing, and recording transactions, updating the ledger, assisting with auditors or fact-checking, and preparing budgets, payment of invoices, vouchers and printing reports.
- Execute audit assistant functions to check the accuracy of accounting systems and procedures starting from bookkeeping ending on financial statements.
- Cash & Check flow management, review and recommend changes in internal audit controls.
- Check and verify accounting books and records are in conformity with company practices and corporate policies.
- Processing of GST Refund Files to Large Tax Unit (LTU) by Federal Board of Revenue (FBR).
- Data Entry of General Sales Tax, Withholding Tax and Income Tax Invoices in FBR's designated software PRAL.
- E-Filing of GST on behalf of SSGC through FBR's E-Filing System.
- Preparation of Bank Reconciliations and rectifications on Oracle EBS 11i.

## **PROJECTS**

Projects including:

- Implementation of Oracle ERP Suite to minimize paper work.
- Pre-Qualification of Suppliers and Import & Export Agents.
- Stores/Warehouse handling & reconciliation.
- MIS & Attendance Management System.
- Online Bidding System Implementation.
- Electronic Submit/get refund of supplier's Bid Bond/Earnest money.
- Electronic Funds Transfer (EFT) directly to SSGC Supplier's Bank Accounts.

## **QUALIFICATION & SKILLS**

### **ACADEMIC**

- **Bachelor of Commerce (B.Com) Second Division**



*The Islamia University of Bahawalpur-2006*

*(Higher Education Commission of Pakistan (HEC)-Recognized Ranking 8<sup>th</sup> in General Category)*

- **HSSC-FSc. (Pre-Engineering) Second Division**



*Board of Intermediate & Secondary Education Bahawalpur-2004*

- **SSC- Matric (Science) First Division**



*Board of Intermediate & Secondary Education Bahawalpur-2001*

### **TECHNICAL SKILLS & TRAININGS**

- **Diploma in Office Management (DOM)**  
*Khan Pur College of Commerce- 01 Jun 2004 to 31 Aug 2004*
- **Oracle ERP E-Business Suite**
- Attended trainings under Pakistan Society of Training & Development.
- Attended professional trainings & seminars on Accounts & Audit with Skill Development teams.
- Strong grip on latest versions of MS Office Enterprise (MS Word, MS Excel, MS PowerPoint, MS Paint, MS Project, MS Visio etc.)

## **PERSONAL TRAITS**

- Excellent leadership skills, ability to manage a team
- Excellent communication skills in national and international languages defined as under:

### **International Languages**

- English
- Arabic

## **SKILLS**

- Time Management
- Negotiation
- Procurement
- Vendor Management
- MS Office Enterprise and Oracle ERP E-Business Suite

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