

**Address: House # 301 Ravi Block
Allama Iqbal Town Lahore**

Moin-Ul-Haq

Email: moin452@yahoo.com

Mob # 0323-4588039

OBJECTIVE:

I am an enthusiastic and energetic individual with strong communication skills. I am also a good team player as well as a team leader, and I can work well in a pressurized environment. Seeking for a dynamic environment where my expertise can be utilize and my knowledge could be enhance about the field through practical learning and where I can prove my capabilities by creating value for the organization.

EXPERIENCE:

➤ **Senior Executive Supply Chain**

May 2018 to Present at Zxmco Pakistan Pvt Ltd

- Import engine from China for smooth production, tracking shipments, making LC documents and coordinating with clearing agents.
- Opening foreign LC and Local Vendor LC.
- Handling both National Procurement and International Procurement.

➤ **As Executive Procurement**

October 15, 2016 to present at Zxmco Pakistan Pvt. Ltd.

Responsibilities:

- Procure the parts (70cc, 125cc, 100cc, Front Portion (100cc) as per specifications at agreed terms and conditions.
- Purchasing supplies for IT department (Laptops, PCs, network accessories and others).
- To achieve the cost reduction and quality enhancement targets.
- Development of new potential vendors.
- Negotiate for prices and preparing contract document for vendors as per agreed terms.
- Evaluation of sources (quality, price, capacity and deliveries) making price comparison statements, choose the best available source and get it approved by G.M Plant and C.E.O after necessary investigation.
- Planning Procurement, Making monthly supplies schedule for vendors as per Monthly Production Targets.
- Follow up (telephonic, mailing and visiting) the vendors for in time deliveries of supplies.
- Occasionally Visiting vendor's premises for various types of liaison work.
- Managing inventory as per min/max levels
- Supply materials on time to meet production schedules and deadlines.

- Co-ordination with Production Manager, Manager Procurement, GM plant for supply chain operations.
- Supervision of Freight forwarders & Carriers to ensure smooth inflow of supplies.
- Provide logistic support including documentation, route to enable company's supplies smooth.
- Ensure the 100 % compliance to ZXMC0 Procurement policies and Procedures.
- Plan the payments for vendors.
- Follow up Finance department for payments.
- Record keeping of office data and maintaining the department files.
- Other duties assigned by my seniors.

➤ **As Executive Procurement**

March 05, 2016 to September 10, 2016 A.H.Y Plastic Industry (PVT)LTD:

Responsibilities:

- Generating purchase order.
- Negotiation with supplier and arrange supplies in time.
- Filing purchase orders and vender assessment forms.
- Follow up the suppliers.
- Logistic arrangement
- New vendor development and their supplier assessment.

➤ **Marketing and Purchasing:**

Jan 10, 2013 to Jan 10, 2016 Arabian Bemco Contracting Co.

- Marketing and purchasing at mega projects in Saudi Arabia

Projects in Saudi Arabia

- Qurraiyah Power Plant, K.S.A
- Riyadh Power Plant #PP10, K.S.A

➤ **Store Keeper and Purchasing:**

July 11, 2010 to July 21, 2012 Saudi Oger LTD:

Responsibilities:

- Maintain the record of parts receiving from vendors in the system on daily basis.
- Generate all documents in system / manual e.g. store requisition, Goods issue note.
- The ability to develop in-depth knowledge about your products and markets

Projects in Saudi Arabia

- Princess Nora University Riyadh K.S.A
- Alpha/Yamama/Nasco Riyadh K.S.A

➤ **Order Booker (DSR)**

From Aug 01, 2007 to Jan 10, 2010 MULLER & PHIPES

Responsibilities:

- Responsible of booking for UNILEVER Beverage product

➤ **Order Booker (DSR)**

From July 06, 2005 to July 05, 2006 DALDA FOODS

- Worked as an order booking all DALDA SKU

➤ **Personal Skills & Capabilities:**

- Negotiation, Vendors Management & Inventory Management
- Proactive, self-motivated and result oriented.
- A good team player.
- Prioritize the task with time management in work pressure.
- Planning and Organizing
- Hard worker & Dedicated
- Dependable and loyal

➤ **COMPUTER SKILLS:**

- MS Power Point
- MS Word
- MS Excel
- MS Outlook
- Internet
- In Page
- ERP (Pinnacle)

➤ **ACADEMICS:**

Certificate	Institute / board
Matriculation	Govt High School
Computer Diploma	Govt Science College

➤ **PERSONAL:**

Father's Name	Israr-UL-Haq
Date of Birth	14, July, 1979
Marital Status	Married
Nationality	Pakistani
Religion	Islam
N.I.C #	352022-197098-3

LANGUAGE SKILLS:

Urdu

Punjabi

English

Arabic

➤ **EXTRA CURRICULAR ACTIVITIES:**

Reading and searching IT and latest technology related literature.
Surfing the Internet.
Playing Cricket

Reference:

Reference would be provided if required