

Muhammad Tayyab Aslam Mirza

📍 (United Arab Emirates)
☎ (+971) 556400753
✉ tayyabmirza85@hotmail.com

Subject: Job Application

Dear Hiring Manager,

I at this moment wish to apply for the desirable vacancies in your prestigious organisation. I am happy to note that your job posting matches my experience and skills.

Talented management professional with a background in leveraging current information and forecasts to build new approaches. History working at forefront of procurement operations to lead with a proactive mindset and wellcoordinated, strategic plans. Polished communicator with persuasive style and deep understanding of inter-related data.

The value that I will bring to the company includes strong skills. Through my academic and work-related experiences, I have developed proficiency in various skills such as Excellent communication skills, Calm under pressure, Target driven & Problem-solving strength. In previous roles, I have contributed to positive improvements and team achievements through my Excellent organizational skills such as:

1. Demonstrated quantitative and analytical skills with strong attention to detail.
2. Ability to handle multiple tasks and meet deadlines.
3. Ability to work under stress situation.

I will be pleased to meet with you to explore how my skills could best meet your needs.

Please feel free to call me at your most convenient time to discuss the possibilities of working together. Thank you and I am looking forward to a positive response from your side. Please find the attached Resume.

Yours sincerely
Muhammad Tayyab Aslam Mirza

MUHAMMAD TAYYAB ASLAM MIRZA

Dubai (United Arab Emirates)

(+971) 556400753 | tayyabmirza85@hotmail.com

Nationality: Pakistani | **Languages:** Arabic & English

GCC Driving License Holder (KSA & UAE)

Passport # AC0918674 | **Validity:** 14 Sep 2030



CAREER SUMMARY

An experienced senior executive with a proven track record of driving operational excellence and achieving strategic objectives. Adept at overseeing complex projects and leading cross-functional teams to deliver outstanding results. A collaborative leader with exceptional communication and interpersonal skills, able to build and maintain relationships with stakeholders at all levels. Skilled in implementing efficient processes, optimizing resource allocation, and fostering a culture of continuous improvement. Strong expertise in procurement, warehouse management, and contract administration, ensuring cost savings and compliance with regulations. Committed to driving organizational success through effective leadership, innovation, and a results-driven approach.

CORE SKILLS AND COMPETENCIES

- Team Leadership
- Project Management
- Market Research
- Budget Management
- Inventory Demand Planning
- Operations Management
- Procurement Expertise
- Business Administration
- Excellent Communication
- Availability Forecasting
- Requirements Gathering,
- Specification and Documentation
- Business Process Analysis
- Stakeholder Management

TECHNICAL SKILLS

Transit v 3.3, Microsoft Dynamics AX 2012, EBBS, Oracle-1.2, MS Word, MS Excel

PROFESSIONAL EXPERIENCE

Supervisor / Nour Albasheer Project Management Services - Dubai, UAE

Mar 2023 - Present

- Oversee and direct company operations, optimizing resources and ensuring the recruitment, retention, and development of a skilled and motivated workforce
- Strategize and execute corporate and annual business plans, diligently monitoring progress to drive cost-effective achievement of objectives
- Cultivate and maintain robust formal and informal networks with major clients, government entities, local authorities, and key stakeholders, fostering information exchange and ensuring high-quality services
- Spearhead research and development programs, positioning the company at the forefront of the industry, implementing cost-effective methodologies, and delivering innovative products and services
- Develop, gain acceptance for, and monitor the implementation of annual budgets, optimizing revenue streams and minimizing fixed costs to meet financial targets
- Devise and execute an impactful marketing and public relations strategy, elevating the company's brand, products, services, and reputation within the wider community

Procurement Head (Specialist ERP-Oracle) / Al-Munajem Group - Riyadh, KSA

Nov 2016 - Mar 2023

- Implemented and streamlined the complete Purchase Module in Oracle, enhancing procurement efficiency and reducing processing time
- Established and maintained strong supplier relationships, resulting in increased profitable partnerships and savings
- Developed and executed effective sourcing strategies, resulting in reduced procurement costs with quality standards
- Employed robust inventory management practices, leading to decreased stockouts and improved inventory turnover
- Negotiated favorable terms and conditions with vendors, resulting in substantial cost savings on procurement contracts and agreements
- Led cross-functional teams to identify and implement process improvements, resulting in increased procurement process efficiency and overall organizational effectiveness

Warehouse Manager, Cost and Inventory Controller / Al-Munajem Group - Riyadh, KSA

Jan 2016 - Nov 2016

- Streamlined and optimized receiving, warehousing, and distribution operations by implementing and enforcing comprehensive program, operational, and personnel policies and procedures
- Ensured full compliance with federal, state, and local warehousing, material handling, and shipping requirements by studying and staying up-to-date with relevant legislation
- Fortified warehouse operations and protected valuable inventory through the establishment and meticulous monitoring of robust security procedures and protocols
- Executed precise control over inventory levels by conducting accurate physical counts and reconciling them with the data storage system, eliminating discrepancies and enhancing stock management
- Enhanced the physical condition of the warehouse by strategically planning and implementing new design layouts, conducting thorough equipment inspections, and promptly initiating work orders for repairs
- Drove financial performance by meticulously preparing and managing the annual budget, diligently scheduling expenditures, analyzing variances, and taking proactive corrective actions to achieve financial objectives

Senior Project Administrator & Accountant / Abdullah A.M Al-Khodari Sons Co. Riyadh, KSA Jan 2014 - Dec 2015

- Facilitated Project Head Meetings by promptly updating job lists, bid boards, and job boards according to discussed requirements, ensuring efficient communication and project coordination
- Streamlined contract coordination processes by overseeing the distribution of client contracts, tracking authorizations and correspondence, and maintaining organized files, resulting in improved administration
- Composed comprehensive contract briefs, revisions, and change notices, monitoring contractor performance and ensuring adherence to contractual requirements, budgets, and timelines
- Implemented efficient subcontractor contract management practices and ensured compliance with L&I requirements, leading to enhanced subcontractor relations and streamlined operations
- Established and maintained well-organized file systems, ensuring easy retrieval of documents and facilitating smooth project closeouts and handling the disposal of unclaimed property

OTHER EXPERIENCES

Human Resource Executive / Standard Chartered Bank Ltd. - Karachi, Pakistan

Dec 2008 - Dec 2012

Financial Consultant / Dubai Islamic Bank - Lahore, Pakistan

Sep 2005 - Nov 2008

Administrator /ABN AMRO Bank (Ex. Prime Commercial Bank) - Lahore, Pakistan

Aug 1998 - Aug 2005

EDUCATION AND CERTIFICATION

Oracle E-Business Suite 12 Supply Chain / Aptec Oracle College

2012

3 Years Diploma in Accounts and Finance / Pakistan Skill of Technical Skills

2010

VERIFIED
Principal
P.T.S.
Examination Institute of Technical Skills

Registration No. **TC-M-01-27-00856**
For Inquiry: **0092-51-4851-1119**
2nd Floor City Plaza Commercial
Market Satellite Town, Rwp.

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
Ministry of Foreign Affairs
and International Cooperation

Date: 30/11/2023 21:15
رقم: 23146290282
الرسوم: 150 AED
مصدق على صحة علم

مملكة البحرين
سلطنة عمان
جمهورية مصر العربية
جمهورية العراق
جمهورية الكويت
جمهورية ليبيا
جمهورية تونس
جمهورية الجزائر
جمهورية المغرب
جمهورية الجزائر
جمهورية الجزائر

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Prepared & Checked by

3520221338671

Mr. 15/10/2021
District Education
Officer Rawalpindi

Seal Signatures of
MOFA Pakistan attested
The Embassy of Pakistan assumes
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the document
Date: 08 AUG 2023

Checked by Muhammad Zubair Shafiq
Admin Officer

Deputy Director
NAVTIC, Regional Office
Mombasa



القنصل العام
من القنصل العام
1442
التاريخ: 22/7/2021
مصدق على صحة علم

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الإمارات العربية المتحدة
UNITED ARAB EMIRATES
Ministry of Foreign Affairs
and International Cooperation

Date: 22/7/2021
رقم: 23146290282
الرسوم: 150 AED
مصدق على صحة علم

مملكة البحرين
سلطنة عمان
جمهورية مصر العربية
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جمهورية الجزائر

16870953

حسن موسى الجابري
نائب قنصل

19 OCT 2021

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of the document

Checked by Aamir Umer
Protocol Officer



Embassy of Pakistan, Abu Dhabi
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Reg. No. TC-M-01-07-00856

Roll No. 00856

Transcript ID. 198-8086-179

Serial No. 1054

Pakistan Institute of Technical Skills



Rawalpindi - Pakistan
www.pits.edu.pk



Diploma

This is to certify that

Mr./Ms. MUHAMMAD TAYYAB ASLAM MIRZA

Son/Daughter/Wife of Mr. MUHAMMAD ASLAM MIRZA

Has Successfully Completed the Course of ACCOUNTING & FINANCE

From 03-02-2007 to 02-02-2010

This Diploma is issued on 15-03-2010

Total Marks	Marks Obtained	Percentage	Grade
3000	2460	82	A



PRINCIPAL

This Diploma may be verified at www.pits.edu.pk using the diploma holder's Registration Number or Transcript ID.

DIRECTOR



PITS

Pakistan Institute of Technical Skills



Academic Transcript

Study Mode: **REGULAR**

Accounting & Finance

FINAL RESULT

Name : Muhammad Tayyab Aslam Mirza
Father Name : Muhammad Aslam Mirza
Roll Number : 00856
Registration Number : TC-M-01-07-00856
Duration : Three Years
Session : 2007-2010
Conducted at : Pakistan Institute of Technical Skills, Rawalpindi Pakistan

Subjects	Maximum Marks	Obtained Marks
1st Year		
1 Introduction to Computing	200	170
2 Economics	200	168
3 Business Communication	200	164
4 Financial Accounting	200	160
5 Introduction to Business	200	156
2nd Year		
1 Financial Management	200	140
2 Cost & Management Accounting	200	152
3 Business Mathematics & Statics	200	150
4 Advanced Financial Accounting	200	166
5 Taxation Management	200	162
3rd Year		
1 Marketing Management	200	174
2 Human Resource Management	200	170
3 Fundamentals of Auditing	200	186
4 Corporate Finance	200	166
5 Advanced Cost & Management Accounting	200	176

Error & omission are accepted.

Percentage	82
Grade	A
Remarks	Pass
Date of Issue	15-03-2010



Total Marks	3000
Marks Obtained	2460


Principal PITS



Pakistan Institute of Technical Skills

PITS/VL/Diploma/00856

15-03-2010

VERIFICATION OF DOCUMENTS

This is to certify that original Diploma issued by the "Pakistan Institute of Technical Skills" Rawalpindi is Verified as per following particulars:-

- Name: Muhammad Tayyab Aslam Mirza
- Father Name: Muhammad Aslam Mirza
- Registration No: TC-M-01-07-00856
- Roll No: 00856
- Session: 2007
- Trade/Technology: Technical / Vocational
- Total Marks: 3000
- Obtained Marks: 2460 (82%)
- Issuance Date: 15-03-2010



For *[Signature]*

PRINCIPAL
PITS
Examination & Certification

www.pits.edu.pk

2nd Floor, City Plaza, 5th Road, Commercial Market, Satellite Town, Rawalpindi - Pakistan. Ph: 051-4850569, 4850570



United Arab Emirates

دولة الإمارات العربية المتحدة

Driving License

رخصة قيادة



سلطة الترخيص

Licensing Authority

License No.	2919491	رقم الرخصة
Name	MUHAMMAD TAYYAB ASLAM MIRZA MUHAMMAD ASLAM MIRZA	الاسم
Nationality	PAKISTAN	الجنسية
Date of Birth	20/02/1977	تاريخ الميلاد
Issue Date	25/07/2023	تاريخ الاصدار
Expiry Date	24/07/2025	تاريخ الانتهاء
Place of Issue	Abu Dhabi	جهة الاصدار

Traffic Code No.

1230067913

الرمز المروري

Permitted Vehicles

أنواع المركبات المصرح بقيادتها

غير أوتوماتيك Automatic Gear			مركبة خفيفة Light Vehicle	

- This license should be with you when you are driving and should be presented on demand to an authorized person.

- يجب حمل الرخصة أثناء القيادة وإبرازها عند الطلب للجهات المختصة.

- Give way to ambulance, civil defence, VIP escort and police vehicles.

- يجب إفساح الطريق لسيارات الإسعاف، الدفاع المدني، الموكب الرسمية والشرطة.

التحقق الرقمي
UAE VERIFY



مستند رقمي موثوق
Digital Trusted Document

تحقق منه رقمياً من خلال
Verify it digitally through
<https://uaeverify.gov.ae>



The President
Islamic Republic of Pakistan
*all those to whom it may concern
to allow the bearer*

to pass freely without let or hindrance and to afford the bearer such assistance and protection as may be necessary

Director General
Immigration and Passports.

G0477012

ISLAMIC REPUBLIC OF
PAKISTAN

PASSPORT



P

PAK

AC0918674

MIRZA

MUHAMMAD TAYYAB ASLAM

Nationality
PAKISTANI

Date of Birth
20 FEB 1977

Citizenship Number
35202-2133867-1

SPK

Place of Birth

M

LAHORE, PAK

Folter & Larney

MUHAMMAD ASLAM MIRZA

Date of issue:

14 SEP 2020

Issuing Authority
PAKISTAN

Date of Expiry

14 SEP 2030

Tracking Number

20202215900

Booklet Number

G0477012



P<PAKMIRZA<<MUHAMMAD<TAYYAB<ASLAM<<<<<<<<<
AC09186747PAK7702200M30091413520221338671<30

ANNOTATIONS

Religion
ISLAM

Previous Passport
AC0918673



HOLDER'S SIGNATURE OR THUMB IMPRESSION

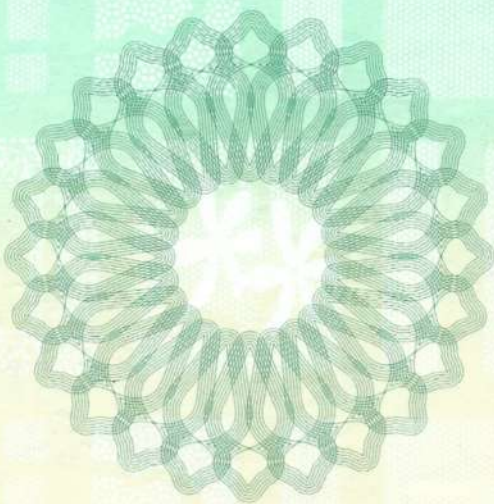
حامل نمبر گذرگاہ یا نشان اکوٹھا

NOT VALID WITHOUT SIGNATURE OR THUMB IMPRESSION
یہ پاسپورٹ بغیر دستخط یا نشان اکوٹھا قابل استعمال ہے۔



0047013

یہ پاسپورٹ مٹ برٹین کے سوا تمام ممالک کے لئے قابل ہے۔
THIS PASSPORT IS VALID FOR ALL COUNTRIES OF
THE WORLD EXCEPT ISRAEL.



UNITED ARAB EMIRATES
FEDERAL AUTHORITY FOR IDENTITY &
CITIZENSHIP, CUSTOMS & PORT SECURITY



الإمارات العربية المتحدة
الهيئة الاتحادية للهوية
والجنسية والجمارك وأمن المنافذ
بطاقة هوية مقيم

Resident Identity Card



رقم الهوية / ID Number

784-1977-7360113-9

الاسم: محمد طيب اسلم ميرزا محمد اسلم ميرزا
Name: Muhammad Tayyab Aslam Mirza Muhammad
Aslam Mirza

تاريخ الميلاد: 20/02/1977
Date of Birth:

الجنسية: جمهورية باكستان الإسلامية

Nationality: Pakistan

تاريخ الاصدار / Issuing Date

22/04/2023

تاريخ الانتهاء / Expiry Date

21/04/2025



الجنس: ذكر

Sex: M

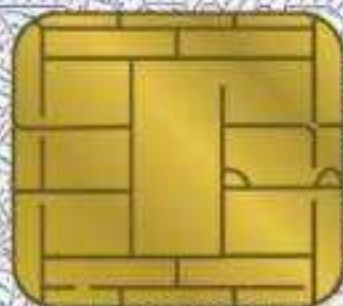
20/02

التوقيع / Signature

Tayyab

Card Number / رقم البطاقة

128641576



Occupation: **Accountant**

صاحب العمل: نور البشير لخدمات إدارة المشاريع

Employer: **Nour Albasheer Project Management Services**

مكان الإصدار: دبي

Issuing Place: **Dubai**

If you find this card, please return it to the issuing organization or to the nearest police station.

عند العثور على هذه البطاقة الرجاء إرجاعها إلى جهة إصدارها أو إلى أقرب مركز شرطة.

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MIRZA<<MUHAMMAD<TAYYAB<ASLAM<M