

Muhammad Tayyab Aslam Mirza

Emirates: Abu Dhabi
tayyabmirza85@hotmail.com
+971-556400753

Hiring Manager's,

I am writing to express my interest in your organization, as advertised, with over 27 years of professional experience, including 10 years in procurement in Gulf countries, 3 years in accounting, and 14 years in human resources, administration and operations within the banking sector in Pakistan, I am confident that my diverse skill set and expertise align well with the needs of your organization.

In my recent procurement role in the Gulf Region, I was responsible for procurement responsibilities, where I developed strong negotiation, vendor management, and cost-saving strategies that contributed significantly to organizational efficiency. Additionally, my 3 years of experience as an accountant in the Gulf Region provided me with a solid understanding of financial analysis, budgeting, and regulatory compliance, allowing me to manage accounts with precision and accuracy.

Prior to my Gulf experience, I spent 14 years in Pakistan's banking sector, working in human resources administration and operations. This role honed my skills in talent acquisition, employee relations, and operational management, as well as ensuring seamless coordination between HR functions and business operations. My experience in the banking industry has instilled in me the importance of regulatory compliance, team collaboration, and effective leadership.

I am particularly excited about the opportunity at your organization]. I am eager to bring my expertise in procurement, accounting, and HR administration to contribute to your company's growth and success.

I would appreciate the opportunity to discuss how my experience and skills align with your needs in more detail. I have attached my resume for your review, and I look forward to the possibility of contributing to your organization. Thank you for considering my application.

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

Procurement Head & Company Accountant / Nour Albasheer Project Management Services - Dubai, UAE
Mar 2023 - Present

- Identify, evaluate, and select suppliers based on quality, cost, and delivery capabilities.
- Develop and maintain strong relationships with vendors.
- Negotiate contracts and agreements with suppliers to ensure favorable terms.
- Develop and implement procurement strategies to meet organizational needs.
- Forecast future procurement needs based on market trends and company requirements.
- Oversee and manage the purchasing process, including placing orders and ensuring timely delivery of goods and services.
- Monitor inventory levels and reorder supplies as necessary.
- Ensure compliance with company policies, industry regulations, and legal requirements in procurement activities.
- Conduct regular audits of procurement practices and vendor performance.
- Analyze and manage procurement costs to optimize spending and improve cost-efficiency.
- Track and report on procurement budgets and expenditures.
- Prepare and analyze financial statements related to procurement activities, including accounts payable and receivable.
- Monitor and reconcile procurement-related accounts to ensure accuracy.
- Assist in budgeting and forecasting processes, focusing on procurement-related expenditures.
- Analyze variances between budgeted and actual spending.
- Review, verify, and process invoices from suppliers.
- Ensure timely payment and resolve any discrepancies or issues with invoices.
- Maintain accurate records of procurement transactions, contracts, and supplier agreements.
- Ensure all documentation is properly filed and easily accessible.
- Prepare for and support internal and external audits related to procurement and accounting functions.
- Ensure adherence to financial regulations and company policies in all procurement transactions.

- Work closely with other departments (e.g., production, operations) to understand their procurement needs and requirements.
- Coordinate with the finance team to ensure alignment between procurement and financial goals.
- Identify and implement process improvements to enhance procurement efficiency and accuracy.
- Stay updated with industry trends and best practices to continuously improve procurement and accounting processes.
- Generate and present reports on procurement activities, financial performance, and compliance to senior management.
- Provide insights and recommendations based on data analysis to support strategic decision-making.

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 improvement, resulting in increased procurement process efficiency and over all organizational effectiveness.

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

Dec 2015 - 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 2013 - 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 PITS
Examination Institute of Technical Skills

Registration No. **TC-M-01-27-00856**
For Inquiry: **0092-51-4851-0093**
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
دولة الكويت
دولة قطر
دولة سلطنة عمان
دولة اليمن
دولة ليبيا
دولة السودان
دولة الصومال
دولة السودان

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Prepared & Checked by

3520221338671

Mr. 15/10/2021
District Education
Officer Rawalpindi

Ministry of Foreign Affairs, Pakistan
KH17438ba

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MOFA Pakistan attested
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no responsibility for the contents of
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Date: 08 AUG 2023



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

11220221338671

Checked by Muhammad Zubair Shafiq
Admin Officer

Deputy Director
NAVTIC, Regional Office
Dhaka

الإمارات العربية المتحدة
UNITED ARAB EMIRATES
Ministry of Foreign Affairs
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حسن موسى الجابري
نائب قنصل

19 OCT 2021

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Checked by Aamir Umer
Protocol Officer



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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

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

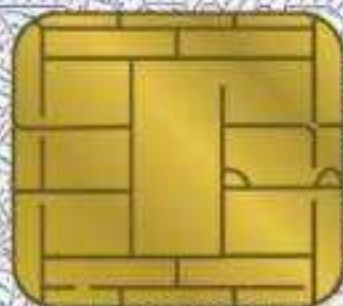
20/02

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.

ILARE1286415768784197773601139
7702200M2504214PAK<<<<<<<<<<<3
MIRZA<<MUHAMMAD<TAYYAB<ASLAM<M



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

<https://uaeverify.gov.ae>

تحقق منه رقمياً من خلال
Verify it digitally through



**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



200

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

Father Name

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

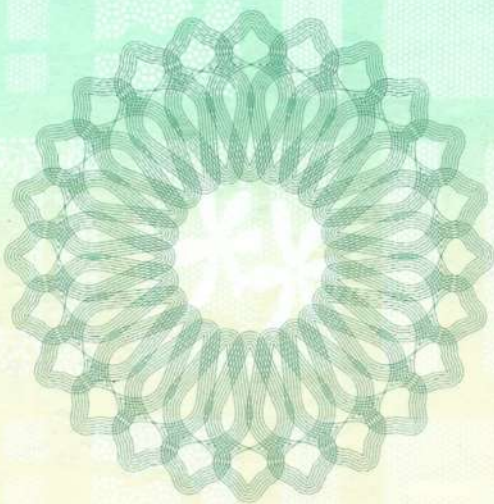
حامل نمبر گذرنامہ یا نشان اکوٹھا

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



0047013

یہ پاسپورٹ مٹ سربیل کے دنیا کے تمام ملک کے لئے قابل ہے۔
THIS PASSPORT IS VALID FOR ALL COUNTRIES OF
THE WORLD EXCEPT ISRAEL.





شهادة خلو سوابق
Criminal Clearance Certificate



Certificate NO:	٢٠٢٣.٣١٥٠٠.٢٩٩	رقم الشهادة:
Date of Issue:	15/ 03 (March)/ 2023 AD	تاريخ إصدار الشهادة: ٠٨ / ٢٣ (شعبان) / ١٤٤٤ هـ
Date of Expiry:	15/ 04 (April)/ 2023 AD	تاريخ انتهاء الشهادة: ٠٩ / ٢٤ (رمضان) / ١٤٤٤ هـ
Name:	MUHAMMAD TAYYAB ASLAM MIRAZ	الإسم: محمد طيب اسلام ميرزا
ID NO:	٢٣٥٩٤٢٣٨٩٠	رقم الهوية:
Passport NO:	AC0918674	رقم الجواز:
Date of birth:	20/ 02 (February)/ 1977 AD	تاريخ الميلاد: ٠٣ / ٠٢ (ربيع الأول) / ١٣٩٧ هـ
Nationality:	Pakistan	الجنسية: باكستان
Requested by:	الإمارات العربية المتحدة	الجهة الطالبة:
Purpose of Certificate:	بحث سوابق	الغرض من الطلب:

Right Thumb	الإبهام الأيمن	Right Index	السبابة اليمنى	Right Middle	الأوسط الأيمن	Right Ring	البنصر الأيمن	Right Little	الخنصر الأيمن
Left Thumb	الإبهام الأيسر	Left Index	السبابة اليسرى	Left Middle	الأوسط الأيسر	Left Ring	البنصر الأيسر	Left Little	الخنصر الأيسر
الادلة الجنائية ١٠٢٩					الموقع:		رقم المشغل: ١٠٩٢٩٣٠٦٤١		

This is to certify that the bearer of this certificate,
whose details are show above, has no criminal record
as the date of issuance of this certificate

هذه الشهادة منحت لحاملها والمبينه بياناته أعلاه بأنه لا يوجد عليه
سوابق مسجلة تخلف تاريخ إصدار هذه الشهادة

مدير إدارة تحقيق الشخصية عميد / خالد بن محمد الداود	مدير الحاسب الآلي للخدمات عقيد / سلطان بن أحمد العياضي	الختم الرسمي شعبة حاسب المعلومات إدارة الأدلة الجنائية وزارة الداخلية المملكة العربية السعودية
---	--	--



شهادة خبرة وإخلاء طرف
EXPERIENCE AND RELEASE CERTIFICATE

Name: Muhammad Tayyab Aslam Mirza

الاسم : محمد طيب أسلم ميرزا

Emp. No : 9688

الرقم الوظيفي: ٩٦٨٨

Nationality : Pakistani

الجنسية : باكستاني

Passport Number: AC0918674

رقم الجواز : AC0918674

This to certify that the above-mentioned name worked for Al-Shawaya House Company during the period.

بهذا نشهد بأن المذكور أعلاه قد عمل لدى شركة بيت الشواية خلال الفترة.

From: 14/12/2015

من: ٢٠١٥/١٢/١٤

to : 16/03/2023

إلى: ٢٠٢٣/٠٣/١٦

And the last Job of the work
(Purchasing Representative).

وأخر وظيفة عمل بها
(مندوب مشتريات).

This certificate was issued for him up on his request without any Liability towards others.

وقد أعطيت له هذه الشهادة بناء على طلبه دون أي أدنى مسؤولية على الشركة تجاه الغير.



عبد الرحيم بن مرداس الأنصاري
مدير الموارد البشرية والشؤون الإدارية