

Awaiz Saud



Contact

Address:
Flat 2b, Crown Residence, Umm-e-Hurair 1,
Burjuman- Dubai

Visa Status:
Visit Visa
Expiry: 3rd Apr 2024

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Skill Highlights

Computer Skills:

- Microsoft Office

Interpersonal Skills:

- Ability to work under pressure.
- Analytical skills
- Communication skills
- Teamwork
- Time management

Languages

- Urdu
- English

Summary

Performance-driven and dedicated Supply Chain Officer with 2+ years of extensive experience and comprehensive background in managing and monitoring inventories, participating in all aspects of supply chain management and completing inventory forecasts.

To pursue excellence with my hard work, dedication and self-determination. To interact with my professional approach towards my career path and job assignment.

Professional Experience

OMI Hospital Pvt. Ltd, Karachi

(Procurement Officer) Supply Chain Dept. NOV-2022 To JAN-2024

Core Responsibilities:

- Research potential suppliers and vendors.
- Evaluate suppliers based on criteria such as quality, price, reliability, and delivery time.
- Build and maintain a supplier database.
- Collaborate with various departments to determine their procurement needs.
- Develop procurement strategies and plans based on organizational goals and budget constraints.
- Source and obtain quotes or proposals from suppliers.
- Negotiate terms, conditions, and pricing with suppliers to ensure favorable terms for the organization.
- Coordinate with relevant teams to ensure inventory is aligned with demand.
- Maintain accurate records of purchases, contracts, and supplier interactions.

(Data Entry Operator) Supply Chain Dept. JULY-2020 To OCT-2022

Core Responsibilities:

- To Prepare All medicine, disposable, consignment, implants and admin items GRNs against received items by using HMIS.
- To provide receiving to suppliers against received goods.
- To receive and check all purchased item(s) descriptions, Quantity and rates of purchased item(s) against respective Purchase order in the presence of respective supplier.
- To physical stock taking of hospital's pharmacy, outstation pharmacies and floor trollieson monthly basis with warehouse team.
- To prepare purchase and retail price comparison summary for HOD if required.
- To coordinate with Audit department regarding GRN issues.
- To coordinate with the Accounts department for supplier payments regarding issues.
- To dispatch goods to concerned department or out station pharmacies against system generated issue note.
- To ensure and follow all compliance and protocol of company.

Eastern Garments Pvt. Ltd, Khi

Computer Operator – March 2016- June 2020

- To make production sheet on excel.
- To provide accurate information to supervisors.
- To record production manually if required.
- To ensure and follow all compliance and protocol of company.
- Maintain database by entering any new and updated customer and order information.
- Maintain, update and follow-up database by using ERP and generate various kind of reports as required.
- Prepare and maintain any kind of official documentation.
- Communicate inter department to update and maintain accurate database.

Education

- **Bachelor of Commerce (B.COM)** from University of Karachi (2019)
- **High School Certificate (HSC)- Commerce** from Premier Collegiate for Men (2017)
- **SSC (Science)** from Shani Public School (2015)