




# FAIZAN AHMED

Procurement Executive

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Nakheel Street   
Deira ,Dubai

## Work Experience

### Procurement Executive

2022 -2024

#### S.Abdullahome (Home Improvement & Furniture Company)- Karachi

As a Procurement Executive at S.Abdullahome, I performed market analysis to identify prospective suppliers and assess the quality of their offerings. I engaged in negotiations with vendors to secure favorable contract terms and pricing, prioritizing both cost-effectiveness and product/service quality.

In my role, I fostered collaboration with internal stakeholders to gain insights into procurement requirements and preferences. I closely monitored supplier performance, promptly addressing any issues or discrepancies that arose to ensure seamless operations. Additionally, I optimized inventory management processes to align with operational demands, minimizing surplus stock levels. I remained well-informed about industry developments, regulatory changes, and procurement management best practices to maintain a competitive edge and ensure compliance.

My role required strong analytical skills, effective communication, and a strategic approach to procurement, supporting the organization's operational goals and financial objectives.

### Accountant/Cashier

2020 -2022

#### Dany Technologies -Karachi, Pakistan

As an Accountant/Cashier at Dany Technologies, I was responsible for a wide range of tasks that ensured both customer satisfaction and accurate financial record-keeping. My primary duties included greeting and assisting customers in selecting their orders, thereby fostering a positive shopping experience. I accurately entered customer orders into the order database system and communicated these orders effectively to the warehouse staff to ensure timely delivery.

In this role, I handled cash transactions with precision, provided accurate change, and meticulously counted and reconciled cash drawer totals at the start and end of each shift. My responsibilities extended to packing electronic items accurately in bags and boxes, addressing customer inquiries, issuing receipts, and logging customer feedback.

Additionally, I was accountable for recording daily transactions and utilizing QuickBooks to generate sales invoices and receipts, thereby maintaining precise financial records. My role required a keen attention to detail and strong organizational skills to ensure all aspects of customer service and financial operations were conducted efficiently and accurately.

## Education

### Master of Business Administration

2020 - 2023

#### University Of Karachi

Master of Business Administration (MBA) in Supply Chain Management  
University of Karachi  
1/10/2020 - 1/1/2023

During my tenure pursuing an MBA in Supply Chain Management at the University of Karachi, I immersed myself in advanced studies aimed at cultivating expertise in the intricacies of supply chain operations. This comprehensive program equipped me with a profound understanding of procurement strategies, logistics operations, and inventory management methodologies. Through rigorous coursework and practical projects, I further refined my skills in market analysis, adeptly navigating supplier negotiations, and optimizing supply chain processes to ensure maximum efficiency and cost-effectiveness.

Moreover, my academic journey provided me with invaluable insights into the evolving landscape of supply chain management, including emerging technologies, regulatory dynamics, and industry trends. This blend of theoretical knowledge and practical application has fortified my capabilities to effectively drive organizational success through streamlined supply chain operations.

Master of Business  
Administration

2018 - 2019

University of Karachi

Master of Commerce (M.Com)  
University of Karachi  
01/01/2018 - 31/12/2019

During my pursuit of a Master of Commerce degree at the University of Karachi, spanning from January 1st, 2018, to December 31st, 2019, I delved deeply into the realms of financial management, accounting principles, and business analytics. This academic journey was pivotal in augmenting my proficiency in essential areas such as financial reporting, auditing, and taxation, providing me with a robust foundation to effectively oversee intricate financial operations. With a focus on theoretical underpinnings and practical applications, the program facilitated the development of comprehensive skills vital for navigating complex financial landscapes with precision and adeptness.

References

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S.Abdullahome

Wordier Inc. / CEO

UAN: 021-3492-1907

Email : [www.sabdullahome.com](http://www.sabdullahome.com)

University of Karachi

Inquiry Direct

Phone: 021-9926 1300

Email : [uok.edu.pk](http://uok.edu.pk)

Skills

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Proficient in Microsoft Word for creating and formatting documents with precision and efficiency. Advanced proficiency in Microsoft Excel for data analysis, financial modeling, and creating complex spreadsheets with formulas, charts, and macros. Experienced in utilizing the internet to conduct research, gather information, and communicate effectively. Skilled in accessing and navigating various online platforms and resources for professional and personal use.

Personal Information

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Languages: English, Hindi, Urdu

Nationality :- Pakistani

Marital Status:- Single

Visa Status :- Visit Visa