

## MUHAMMAD ALI

**Address:** Glamour Adda Stop 6km off Manga Raiwind Road Lahore, Pakistan.

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### Objective:

- To obtain the job in the supply chain department where I can apply my strong analytical and problem-solving skills to support the supply chain team and contribute to the achievement of organizational goals.
- To work in a dynamic and challenging environment where I can use my organizational and communication skills to collaborate with cross-functional teams and facilitate effective decision-making.
- To pursue a career in supply chain management that provides opportunities for growth and development, allowing me to acquire new skills and knowledge while contributing to the success of the organization.
- To gain experience in managing projects, analyzing data, and supporting the management team to develop a comprehensive understanding of [specific industry/field] and advance my career in this field.

### Education:

Bachelor of Business Administration from Comsats University of Lahore (CGPA 2.91) (2021)

DAE Chemical Technology (2016) (A+ Grade)

Matric (2013) (A Grade)

### Professional Experience:

**Job Title:** Purchase officer

**Company name:** CHT Pakistan Pvt Ltd

**Employment Date:** Oct 2022 to till date.

### Job Description:

- Supporting internal and external inquiries and requests related to the Purchase department.
- Reporting to management and executing instructions.
- Take up all queries received from vendors and resolve them.

- Entering purchase related data into SAP software.
- Compiling and maintaining documentation, digital and electronic records, making new contracts with supplier regarding to purchase of goods and services after fair evaluation of suppliers.
- Process purchase orders, Procurement contracts, contract negotiation, Follow up of invoices from suppliers; arrange vehicles through logistic companies for lifting of finish goods and raw material.
- Take up all queries of accounts department like sale tax return issues with supplier and release the payment of supplier.
- Follow up pending orders from supplier and ensure the delivery on time.
- Coordinate with warehouse team for receiving the supplies within the company.

**Job Title:** Senior officer Procurement

**Company name:** Azgard 9 Pvt Ltd

**Employment Date:** Sep 2021 to Sep 2022

- Maintain all supply chain recordkeeping practices.
- Plan and execute office operations efficiently.
- Assist procurement manager in the process of production flow, from purchasing the raw material to deliver to production department.
- Resolve the queries which are related to purchasing and how to coordinate with logistics companies to arrange freights.
- Maintain the records of purchasing and provide data to other departments as per their requirement.
- Assist with the documentation of yarn stock report and yarn receipt report.
- Getting quotations from supplier, how to negotiate with supplier, make purchase orders in database, arrange goods receipts.
- Ability to continuously learn the latest procurement and administrative terms.

**Skills:**

- Presentation and Communication Skills
- Microsoft Word, Power-Point and Microsoft Excel
- Time Management
- Problem Solving

**References:**

(Mr. Awais, Deputy Manager in supply chain, Azgard 9 Pvt Ltd, +92336-7865733)

(Mr. Naveed, Senior Deputy Manager in procurement, CHT Pakistan Pvt Ltd, +92301-8409817)

