

MUHAMMAD QASIM NIAZ AHMED



CONTACT ME

✉ rana-qasim@hotmail.com

📞 +971 52 872 0509

+92 312 5601415

🌐 Dubai, U.A.E

CERTIFICATION

- HACCP (Hazard Analysis Critical Control Point)
- PIC 2 Level

UAE DRIVING LICENSE

Manual Driving License

ADDITIONAL INFORMATION

- SOFTWARE: ERP (System) Enterprise Resource Planning
Buying, Costing, Receiving, Reporting.
- SOFTWARE: Adaco System, purchasing systems & Receiving
- SOFTWARE: FMC

PROFESSIONAL PROFILE

- Articulate, results-oriented professional with high-quality experience
- Persistent in pursuing goals
- Very communicative, easily establish contacts
- Motivated to work efficiently without direct supervision in a busy environment, handling many tasks, able to prioritize workload
- Quick learner who is open to change and new learning opportunities. Ability to wear many different hats in diversified environments.
- Exceed performance goals and customer service requirements.
- Excellent in MS Office/Experienced in data entry operation
- Strong presentation and communication skills / good grasping and learning capacity
- Having strong knowledge and control over F&B inventories and Store activities
- Having strong knowledge of Using ERP
- Having strong knowledge of Using FMC
- Self-motivated, goal oriented
- Good in handling problems

WORK EXPERIENCE

MARINA BYBLOS HOTEL 2022 – PRESENT

ASSISTANT PURCHASE MANAGER – JANUARY 2022 – PRESENT

- Keeping Record of goods ordered and received
- Releasing COST CONTROLLER on vacation, make Inventory, COST Reports, & Recipes.
- Preparing requisitions and purchase orders for supplies and equipment
- Review purchase order claims and contracts for conformance to company policy
- Analyze the market and delivery systems in order to assess present and future material availability
- Prepare reports regarding market conditions and merchandise costs
- Arrange for disposal of surplus materials
- Ensured customer receipts and verified shipping labels were correct
- Liaise with key company employees to determine their products and services needs
- Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times

(System) Micros-Fidelio

- MS Office (Word, PowerPoint, Excel)

INTERESTS

- Travelling
- Movies
- Cricket
- Music

MAJOR STRENGTHS

- Presentation Skills
- Time Management
- Teamwork
- Multi-tasking
- Active listening
- Communicating
- Strong work ethic
- Quick learner

REFERENCES

- Will be Furnished on request

LANGUAGES

- English - Fluent (spoken and written)
- Urdu (Excellent spoken and written)
- Punjabi (native).

- Nurtures relationships with suppliers to negotiate the best prices for the company
- Identifies and researches potential new suppliers
- Research for new products and services to meet the company's goals.
- Assesses total costs of company purchases
- Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels
- Oversees a team of Procurement Executives
- Reports to the Procurement Manager
- Perform any other ad-hoc task assigned by Superior or Management

CENTRAL HOTEL GROUP *****

ASSISTANT PURCHASE & RECEIVING IN CHARGE – 2019 – 2021

- Assess knowledge of Inventory and Accounting.
- Sorting and organizing Suppliers Payments and Daily sales Deposit Report.
- Maintain quality control for all food served.
- Oversee all front and back of the house restaurant operations.
- Micros Retail Systems for restaurant.
- Preparing a Profit and Loss Statement.
- Identify and estimate quantities of foods, beverages, and supplies to be ordered.
- Maintain relationships with customers and staff.
- Schedule staff work hours and activities.
- Evaluate health and safety practices against standards.
- Make decisions and solve problems concerning menus and staff.
- Guides accounting clerical staff by coordinating activities and answering questions
- Accomplishes the result by performing the duty
- Process and analyze information when scheduling and budgeting.
- Record information about inventory and health practices.
- Handle food, utensils, and bookkeeping materials.
- Monitor food preparation and cleaning methods.
- Implement ideas or products.
- Get information from customers, employees, and inventory records.
- Monitor and oversee purchases, menus, staff, and payroll.
- Guide, direct, and train staff.
- Coordinate the work and activities of staff.
- Communicate with customers, sales reps, and suppliers

MARINA BYBLOS HOTEL

PURCHASE CO-ORDINATOR – 2017 – 2019

- Keeping Record of goods ordered and received

- Take Inventory every month end.
- Preparing requisitions and purchase orders for supplies and equipment.
- Review purchase order claims and contracts for conformance to company policy.
- Analyze the market and delivery systems to assess present and future material availability.
- Prepare reports regarding market conditions and merchandise costs.
- Arrange for disposal of surplus materials.
- Ensured customer receipts and verified shipping labels were correct.

STOREKEEPER + RECEIVING – 2014–2017

- Responsible for making sure that stores are always organized & in good shape
- Monitor PAR levels for all food items to ensure proper levels.
- Monitor and take inventory regularly to compile orders based on par levels or needs.
- Maintained cleanliness of shipping stations and inspection areas to ensure a clean and safe work environment

ISLAMABAD SERENA HOTEL

STORE OFFICER (2010 –2014)

- Issuance, Daily Data Entry
- Reports (Maintain Food Par Stock, Slow Moving Reports, Expire Near to Expire Reports)
- Month End Data Closing
- Stock Tracking
- Store Inventory & Outlet Inventory

EXPERIENCE

- Working in “COSMO CASH & CARRY” at Rawalpindi, as a Cashier.
- Working in “SHAH AGENCIES” from 01/02/2008 till 23/3/2010 as a Data Entry + Clearance Agent.
- Worked in “GHAUSIA IMPEX” from 01/07/2004 till 31/01/2008 as a Data Entry Operator. In addition to some administrative tasks.
- Having professional experience in Data Entry Operator.
- Having professional experience in Goods Declaration and EGD,
- Having professional experience in Customs Clearing and Forwarding Agent in and Export section.

EDUCATION

- Matric with Science subject from Federal Board Islamabad