

# Muhammad Tayyab Aslam Mirza

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## **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)

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**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***