

SULMAN JUNAID

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● ABOUT ME

More than five years experience in various positions at different organizations from 2017 to till, and further looking new challenges and senior level positions for future endeavors.

● WORK EXPERIENCE

05/07/2023 – CURRENT Islamabad, Pakistan

WAREHOUSE OFFICER - INDUS HOSPITAL AND HEALTH NETWORK (GF-Malaria)

- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Performing a daily inspection of the warehouse grounds.
- Responsible for accurately sorting and disseminating all incoming mail and freight and processing all outgoing mail and freight.
- Responsible for receiving, controlling, storing and accurately issuing all items stored in inventory. Inspect, verify accept or reject supplies.
- Coordinating with program department for verifying addresses of the respective districts.
- Closely work with program department for distribution of materials and new demands requisitions.
- Record Keeping of all procurement and trial balance.
- Prepare and file forms and other documents

14/10/2022 – 25/03/2023 Islamabad, Pakistan

PROCUREMENT EXECUTIVE – AL SHIFA TRUST EYE HOSPITAL

- Creating Purchasing orders and procuring company goods and services based on an approved budget.
- Performing research and communicating with vendors and suppliers to find the best goods and services for the company.
- Tracking and maintaining the status of orders, and reporting any delivery issues to affected supervisors.
- Procurement of Surgical Consumables, Electric & IT, General store and other stock and unstock items for hospital according to needs and requirements.
- Establishing and developing good working relationships with vendors.
- Creating and maintaining suppliers comparative sheets on excel and negotiating prices and product quality.
- Tender File Opening and participating for as assistant with evaluation committee.

- Petty cash management- Compute, classification and summarize of petty cash expenses,
- Reimbursements, claims petty cash from finance.
- Responsible for petty cash cheque deposits and cash withdrawals.
- Following the company's procurement policies and procedures.
- Creating monthly and annual purchase reports for management review.
- Ensuring all purchased goods and services are up to company standards.

05/06/2020 – 12/10/2022 Islamabad, Pakistan

PROCUREMENT ASSOCIATE - MAROOF INTERNATIONAL HOSPITAL

- Creating purchase order of medicines and other general store items on hospital information system (Oracle ERP)
- Performing research and communicating with vendors and suppliers to find the best goods and services for the company
- Tracking and maintaining the status of orders, and reporting any delivery issues to affected supervisors.
- Procurement of Medicines, Electric & IT, General store and other stock and unstock items for hospital according to needs and requirements.
- Establishing and developing good working relationships with vendors.
- Creating and maintaining suppliers comparative sheets on excel and negotiating prices and product quality.
- Updating MRP and trade price of Medicines on Hospital information system oracle ERP.
- Following the company's procurement policies and procedures.
- Creating monthly and annual purchase reports for management review.
- Ensuring all purchased goods and services are up to company standards.

14/12/2017 – 04/06/2020 Islamabad, Pakistan

MATERIAL MANAGEMENT ASSISTANT - MAROOF INTERNATIONAL HOSPITAL

- Responsible for sorting and disseminating materials and supplies.
- Responsible for accurately sorting and disseminating all incoming mail and freight and processing all outgoing mail and freight.
- Preparing store demands according to consumptions.
- Preparing monthly Procurement Plan for Budgeting according to store consumptions.
- Documenting MMIS (Materials Management Information System) purchases, maintaining MMIS records related to the purchase of goods and services, verifying receipts for payment and coordinating product returns.
- Maintaining all inventory transactions, logging, filing and maintaining source documents in an organized form, making any corrections to transaction errors.
- Responsible for receiving, controlling, storing and accurately issuing all items stored in inventory. Inspect, verify and acceptor reject supplies.
- Providing technical expertise and support and delivering solutions to simple issues faced by end users.
- Preparing Monthly demands on ERP oracle (Hospital Information System).
- Preparing Material Receipt Note on ERP according to delivery challans.
- Responsible for periodic inventory counts of the Main Inventory and all system defined sub- inventories.
- Conducting regular audit of items: Items in correct locations; items at repair without temporary replacement.
- Participating in all team efforts as required
- Maintaining store receipt record Properly

10/2017 – 12/2017 Islamabad, Pakistan

CUSTOMER FEEDBACK REPRESENTATIVE - SWIZ SOLUTION

- Answering questions about a company's products or services.
- Resolving issues and troubleshooting technical problems.
- Handling customer complaints.
- Collecting and analyzing customer feedback
- Operate standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer
- Keeping detailed and accurate records of calls received
- Receiving deliveries, sort and distribute incoming mail
- Maintaining the general office filing system

● EDUCATION AND TRAINING

2018 – 2023 Islamabad, Pakistan

BACHELOR OF MASS COMMUNICATION - ALLAMA IQBAL OPEN UNIVERSITY

Website www.aiou.pk

2014 – 2017 Peshawar, Pakistan

DIPLOMA OF ASSOCIATE ENGINEERING

Khyber Pakhtunkhwa board of technical education Peshawar

Website www.kpbte.edu.pk

2012 – 2014 Islamabad, Pakistan

MATRICULATION (GRADE 10)

Federal board of intermediate and secondary education islamabad

Website www.Fbise.edu.pk

● LANGUAGE SKILLS

Mother tongue(s): **PASHTO | URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A1	C2	A2	A2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Warehouse managements | Procurement and Supply | Supply Chain/ Logistics | Priority

warehouse management system | Computer literacy(Microsoft Word, Excel, Office, Powerpoint, Outlook, Adobe Photoshop),Excellent record-keeping skills.

