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| C:\Users\zaheer\Desktop\Docs\Picture.bmp**Zaheer Ahmad Janjua**Target Job: Procurement Assistant**Work Experience:** 17 Years

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|  | **CONTACTS** |  |
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KH#1023, Cant View Colony, Near Usama Masjid, Misrial Road Rawalpindi, Pakistan**Mob#**+92 (334) 545 8518**Email:**zee.janjua79@gmail.com**Skype ID:** zaheer.ahmad8777**Passport#**PE1150972**Marital Status:** Married

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|  | **PROFILE** |  |
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A professional with over 17 years of experience in multiple sectors including (Procurement, Admin, Stores, Computer & Data Entry). Currently I am working with Procurement and Stores Department years of professional experience in multiple Administration fields including; procurement, stores, and finance admin; looking for suitable position where I can use my skills in developing strategies and leading a team.

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|  | **SKILLS** |  |
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* Well versed with purchase and stores procedures
* Software handling (Oracle, Java, FoxPro)
* Inventory Management
* communication skills
* Good planning skills
* Ability to work under pressure
* Word processing & data entry
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|  | **EMPLOYMENT DETAILS**  |  |
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| **Admin/Procurement Assistant/JCO** **National Centre for Physics, Islamabad.**  |  **03/2007–Present** |
| Here’s what I am doing for this Organization with an emphasis on key responsibilities since starting here.* Handling open and limited tenders, prequalification
* Handling local and foreign purchases, spot purchases, purchases through collection of quotations
* Handling purchases through cash advance
* Interaction with suppliers regarding purchase queries
* Preparing tender documents, CST, purchase order, memos, and minute sheets
* Processing relevant documents to Stores for SRV
* Processing relevant documents to Finance for payment
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| **Data Entry Operator** **Directorate General Immigration and Passports, Islamabad.**  |  **02/2006-02/2007**http://www.dgip.gov.pk/Images/GovtLogo.gif |
| Here is a brief description of what I did for this Project with some of my key responsibilities.* Hands on Oracle software
* Passport printing
* Lamination
* Quality control check
* Inventory management
* Data entry of tracking numbers using software
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| **Storekeeper/Data Entry Operator****Deluxe (Pharmaceutical) Agencies, Rawalpindi.**  |  **01/2003–08/2003** |
| Here is a brief description of skills I have gained in this Company.* Hands on FoxPro databases
* Receipt consignment and issue stock accordingly
* Preparing customer bills
* Stores handling
* Word processing, Data entry, filing
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|  | **EDUCATION/CERTIFICATION** |  |
|  |  |
| * **Bachelor of Arts** Punjab University, Lahore
 | 2000 –2002 |
| * **HSSC** BISE Rawalpindi
 | 1998 –2000 |
| * **SSC** BISE Rawalpindi
 | 1994 –1996 |
| * **IT Advance Course** STICS, Rawalpindi
* **Computer Studies** The Rising College Rwp
* **Office Automation** Al-Mustafa Computer
 | 10/2002–01/0306/2004–09/0405/2005-10/05 |

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|  | **REFERENCES**  |  |
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 *Will be available on request*.  |