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| C:\Users\zaheer\Desktop\Docs\Picture.bmp  **Zaheer Ahmad Janjua** Target Job:Procurement Assistant **Work Experience:** 17 Years     |  |  |  | | --- | --- | --- | |  | **CONTACTS** |  | |  |  |   KH#1023, Cant View Colony, Near Usama Masjid, Misrial Road Rawalpindi, Pakistan  **Mob#**+92 (334) 545 8518  **Email:**[zee.janjua79@gmail.com](mailto:zee.janjua79@gmail.com)  **Skype ID:** zaheer.ahmad8777  **Passport#**PE1150972  **Marital Status:** Married     |  |  |  | | --- | --- | --- | |  | **PROFILE** |  | |  |  |   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.     |  |  |  | | --- | --- | --- | |  | **SKILLS** |  | |  |  |  * 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 | |  |  |  |  | | --- | --- | --- | --- | |  | **EMPLOYMENT DETAILS** |  | | |  |  | | | **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 | | | |  |  |  | | --- | --- | | **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 | |  |  |  | | --- | --- | | **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 | |      |  |  |  |  | | --- | --- | --- | --- | |  | **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 | | 10/2002–01/03  06/2004–09/04  05/2005-10/05 | |  |  |  |  | | --- | --- | --- | |  | **REFERENCES** |  | |  |  |   *Will be available on request*. |