

osama khalil

business student

Summary

Highly motivated Procurement Officer Assistant with a solid background in assisting and supporting procurement officers in the efficient and effective procurement of goods and services. Skilled in conducting market research, sourcing suppliers, negotiating contracts, and managing vendor relationships. Exceptional organizational and time-management abilities, with a keen eye for detail and a commitment to accuracy. Possesses strong analytical and problem-solving skills, enabling the identification of cost-saving opportunities and the implementation of streamlined procurement processes. Adept at working collaboratively in cross-functional teams and effectively communicating with internal stakeholders and external suppliers. Proven ability to prioritize tasks and meet deadlines in fast-paced environments. Committed to maintaining confidentiality and adhering to ethical business practices. Seeking to leverage my experience and skills to contribute to the success of a dynamic procurement team.

Education

secondary school certificate	April, 2011 - June, 2013
board of intermediate and secondary education malakand 729	
HSSC	August, 2013 - July, 2015
bise malakand 633	
BBA(hons)	February, 2016 - October, 2019
agriculture university peshawar 2.76	
MBA	February, 2022 - Continue,
iMsciences peshawar 3.3	

Work Experience

internship	June, 2019 - August, 2019
district accounts office	
Assisted in the preparation and verification of financial documents and records. Supported the team in budget tracking and expenditure analysis. Contributed to the reconciliation of financial statements and bank transactions. Helped in maintaining accurate and up-to-date financial databases.	
<i>District buner kpk pakistan</i>	
internship	December, 2019 - December, 2020
district accounts office	
Assisted in the preparation and verification of financial documents and records. Supported the team in budget tracking and expenditure analysis.	

Profile

Address
Village and post office khar city
batkhela district malakand kpk,
pakistan

Phone
+923402426272

E-mail
osamakhalil32211@gmail.com

Skills

Data analysis
● ● ● ● ●

content writing
● ● ● ● ●

team building
● ● ● ● ●

Languages

english : Intermediate

urdu : Fluent

pashto : Expert

Contributed to the reconciliation of financial statements and bank transactions.

Helped in maintaining accurate and up-to-date financial databases.

Malakand kpk

procurement officer assistant

September, 2022 -

SNGPL, pakistan

present,

As an Assistant in the Procurement Office at SNGPL Pakistan, I play a crucial role in supporting the procurement team and ensuring smooth operations in the procurement process.

Key Responsibilities:

Collaborate with procurement executives to process purchase requisitions and orders efficiently.

Assist in sourcing suppliers, obtaining quotations, and conducting price analysis for various goods and services.

Maintain accurate and up-to-date records of procurement transactions and documentation.

Coordinate with internal stakeholders and suppliers to ensure timely delivery of goods and adherence to procurement policies.

Skills Developed:

Developed a deep understanding of procurement procedures and best practices.

Enhanced negotiation and communication skills through interactions with suppliers and team members.

Gained proficiency in using procurement software and tools for streamlined processes.

Strengthened problem-solving abilities by resolving procurement-related challenges.

Nowshera, Pakistan

+ Training & Certifications

office management

2022

abdul wali khan university