

WAQAS HUSSAIN

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Professional Summary

Procurement Administrator Professional with years of experience in procurement, supply management, acquisition planning, client support, and vendor relationships. Strong organizational, analytical, communication, problem-solving, and interpersonal skills. Skilled in formulating policies, strategic sourcing, negotiating, and technical procurements.

Educational Qualifications:

- **Certificates:**
 - ✓ Supply chain & Procurement Optimization (Udemy)
 - ✓ Public Procurement (PPRA – Pakistan)
 - ✓ Procurement & Logistics (Disaster Ready)
 - **BSc - Business Administration.**
Brooks School of Business & Finance – England
 - **Conflict Management Certificate**
EDI Learning Center – UK
 - **F.Sc. (Computer Science)**
Khyber College Of Sciences Peshawar
 - **Matric (Science).**
Govt High School Dabgari Gardens Peshawar
 - **Digital Literacy – (MS – Office)**
Digi Skills- online Course-Pakistan.
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Skills:

- Strong skills in operating computer software required for business applications such as Microsoft Word, Excel, Data Scope, Google sheets, and more.
- Proven record of results when working as a supervisor for a team of staff members, resulting in better productivity and improved morale.
- Talented in dealing with multiple assignments at once and an ability to meet deadlines and complete accurate work at all times.
- Exceptional ability to deliver outstanding customer service and diffuse customer complaints or problems.
- Highly capable oral and written communicator when discussing issues with staff members or delivering correspondence to individuals in writing.

Employment History

CEF - Character Education Foundation - Pakistan

- ↑ 1. **Sr. Procurement Officer** 2022-Current
↓ 2. **Procurement Officer** July 2021-June 2022

Estimate and establish cost parameters and budgets for purchases, Create and maintain good relationships with vendors/suppliers, Make professional decisions in a fast-paced environment, Maintain records of purchases, pricing, and other important data, Review and analyze all vendors/suppliers, supply, and price options, Develop plans for purchasing equipment, services, and supplies, Negotiate the best deal for pricing and supply contracts, Ensure that the products and supplies are high quality, Evaluate vendors for the quality and services, Maintain and update a list of suppliers and their qualifications, delivery times, and potential future Development, Work with team members and procurement manager to complete duties as needed, Make price comparison analysis reports and present them at the procurement meetings, Coordinate procurement committee meetings and draft minutes.

3. **Administrative Officer** (Jan 2019-June 2021)

Overall day-to-day management of all aspects of the office, control the expenses budget & handle petty cash according to the office procedures, provide logistics support to the office activities, and provide weekly/Monthly MIS to corporate HR. Organize a filing system for important and confidential company documents, and assist the human resources department with payroll and personnel databases. equipment, and requisition new equipment and supplies as needed, to keep liaising, both formally and informally in scheduling meetings, seminars & training programs, Record and maintaining inventory of the office assets, and Assist management with procurement of stationery, computers, or any equipment for office usage, Prepare periodical reports and present them to Management, Conferring with the accounting department to help make payments, process incoming invoices, and verify receipts, Creating reports and memos for managers and senior-level officers as needed.

Administrator @ G4S - Group 4 Securicor (UAE) Feb 2015 - Sep 2018 / (3 years 6 Months)

Responsibilities

- Coordinate office activities and operations to secure efficiency and compliance with company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Maintains workflow by studying methods, implementing cost reductions, and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms control, office layout, and budgetary and personnel.
- Resolves administrative problems by coordinating the preparation of reports, analyzing data, and identifying solutions.

Administrative Assistant @ ETG - Elliott Thomas Group (England - UK)

Jan 2011 – June 2013 / (2 Years 5 Months)

Duties & Responsibilities

- Monitors supplies and equipment necessary to ensure continuous operations.
- Contacts vendors to research new products and pricing and coordinate delivery and installation of software, hardware, and network components.
- Maintains the proper inventory level of computer supplies.
- Maintains a variety of documentation, including operations procedures, tape libraries, and error logs.
- Operate spreadsheet programs and other types of software to load and manipulate data and produce reports.

References can be provided on the Request