

# GHAYAS ALI

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## Professional Experience

### Procurement Officer

**Company:** Frontier Institute of Ophthalmology (FIO) Hospital

(September 2024 – Present)

#### Responsibilities and Achievements:

- Enter and maintain all inventory data in Excel and hospital management systems.
- Track and monitor the movement of inventory to ensure accurate records and availability of supplies.
- Oversee the allocation, management, and transfer of hospital assets.
- Maintain detailed records of asset information to ensure proper utilization and tracking.
- Develop and implement a comprehensive inventory management system tailored to the hospital's needs, improving efficiency and accuracy in inventory tracking.
- Collaborate with management to create and refine policies for inventory and asset management, ensuring compliance with best practices and regulatory requirements.

### Accounts and Administrative Assistant

**Company:** Discovery Air Services (Pvt.) Limited

(April 2023 – August 2024)

#### Responsibilities and Achievements:

- Provided administrative support for smooth operations.
- Managed records and files accurately.
- Assisted in accounts payable, receivable, and general ledger maintenance.
- Processed bank deposits, cash handling, and cheque cashing.
- Handled invoices, payments, and journal entries.
- Maintained financial records and ledgers.
- Reconciled accounts and prepared financial statements.
- Performed data entry and bookkeeping.
- Ensured compliance with accounting standards and regulations.
- Created and issued tickets for customers.
- Maintained confidentiality of sensitive financial information.

### Intern (Supply Chain Management (SCM) Department)

**Company:** Oil and Gas Development Company Limited (OGDCL)

(March 2022 - February 2023)

#### Responsibilities and Achievements:

- Facilitated procurement and tendering processes.
- Created Purchase Requisitions, Requests for Quotation, Purchase Orders, Contracts, Release Orders, and Service Entry Sheets in SAP S/4 HANA MM Module.
- Issued contract closures, ensuring policy alignment.
- Collaborated with suppliers and internal stakeholders.
- Managed KPIs and documented procurement activities.
- Gained hands-on experience with SAP S/4 HANA MM Module and SAP Ariba Discovery.

- Demonstrated meticulous record-keeping skills.
- Adapted to dynamic work environments and fulfilled additional tasks.

## **MRS Coordinator (MRS Department)**

*Company: Toyota Rawal Motors*

(February 2021 – April 2021)

### **Responsibilities and Achievements:**

- Answered customer calls and directed them to relevant departments.
- Conducted data entry and maintained KPIs.
- Informed customers about new packages and services.
- Assisted customers with inquiries and ensured satisfaction.
- Managed customer communication and optimized service efficiency.

## **Education**

### **Bachelor of Science in Business Administration (BSBA)**

*Field of Study: Supply Chain Management*

*Institution: COMSATS University Islamabad*

### **Intermediate in Commerce (I.COM)**

*Board: Federal Board of Intermediate and Secondary Education (FBISE)*

## **Technical Skills**

- **Procurement & Purchasing:** Procurement, Purchasing, Contract Management, Tendering, Financial Evaluation.
- **ERP Systems:** SAP S/4 HANA MM Module, SAP Ariba Discovery, Odoo ERP, Flectra ERP.
- **Software Proficiency:** MS Office (Word, Excel, PowerPoint), Catalyst Accounting Software, QuickBooks.
- **Data & Inventory Management:** Data Entry and Management, Inventory Management.
- **CRM:** Customer Relationship Management (CRM).

## **Soft Skills**

- **Teamwork & Collaboration:** Teamwork and Collaboration, Communication.
- **Problem-Solving & Adaptability:** Problem-Solving, Adaptability and Flexibility.
- **Time Management & Organization:** Time Management and Organization.
- **Attention to Detail:** Attention to Detail and Accuracy.

## **Certificates**

- Internship (March 2022 – February 2024) (Oil & Gas Development Company Limited)
- QuickBooks (March 2024 – July 2024) (Digiskills – Virtual University – Ignite)
- Virtual Assistant (March 2024 – July 2024) (Digiskills – Virtual University – Ignite)

## **Language**

- English (Advance)
- Urdu (Native)
- Pashto (Native)