**Curriculum Vitae**



**MOAZZAM ALI**

**Cell:** +92-3329705912

+92-3444276971

**Email ID:**mzma57916@gmail.com

**CAREER OBJECTIVE:**

The essence of my objective is to work in an organization where I could utilize my professional capabilities fully.

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**SKILLS:**

Effective Communication, well trained to work under extreme pressure, excellent co-ordination with teams.

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**PERSONAL DATA**

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| --- | --- |
| Father’s name: | Rehmat Elahi |
| Date of birth: | May 02, 1998 |
| Sex: | Male |
| Marital status: | Single |

CNIC #: 17301-5283833-7

NATIONALITY: PAKISTANI  
Address: Faqirabad zaryab colony near shabbier general store Peshawar

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**EXPERIENCE:**

**MMC General Hospital Peshawar**

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**MMC General Hospital Peshawar**

**Purchase officer** (Sep,22,2022 to till date)  **Major Responsibilities:**

**(Sourcing Suppliers, Vendor Negotiation, Purchase Planning, Market Research, Purchase Order Processing, Quality   
Assurance, Supplier Performance Evaluation, Documentation and Record Keeping)**

**>** Identify potential suppliers and conduct assessments to ensure they meet quality, cost, and delivery r requirements.

**>** Negotiate contracts, terms, and conditions with suppliers to secure advantageous agreements for the o organization.

**>**  Develop and implement procurement strategies to meet organizational objectives.

**>** Stay informed about market trends, new products, and potential suppliers to make informed purchasing d decisions.

**>** Prepare and process purchase orders in accordance with organizational policies and procedures. **>** Collaborate with quality control and assurance teams to ensure that purchased goods and services meet > established quality standards.  
**>** Monitor and evaluate supplier performance based on key performance indicators (KPIs) such as delivery > time, product quality, and service levels.  
**>** Maintain accurate and up-to-date records of purchases, contracts, and supplier information.

**Dubai Hotel Peshawar:**

**Hotel Manager** (July,20,2020 to Oct,04,2021)

**Major Responsibilities:**

**(Operations Management, Financial Management, Guest Relations** **Facilities Management, Compliance)**

**Staff Supervision:** Hire, train, and manage hotel staff, including front desk personnel, housekeeping, maintenance, and other departments. **Guest Services:** Ensure that high-quality customer service is provided to guests, addressing any concerns or issues promptly.  
**Budgeting:** Develop and manage the hotel's budget, including expenses and revenue projections.  
**Cost Control:** Implement cost-control measures to maximize profitability while maintaining service standards.  
**Customer Satisfaction:** Monitor and respond to guest reviews and feedback, ensuring a positive experience for all guests. **Maintenance:** Ensure the hotel is well-maintained, coordinating regular inspections and necessary repairs. **Safety and Security:** Implement and oversee safety and security protocols to protect guests, staff, and property.  
**Regulatory Compliance:** Ensure the hotel complies with local, state, and federal regulations, including health and safety standards.

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**Education:  
  
 MBA (**MBA in supply chain management still continuous from **Brains Institute Peshawar**)  
   
 **Certification (**Online Certification of Procurement from **Great Learning**)   
   
 **B.s** (B.s in Commerce from **Peshawar University**)  
  
 **D.com** (D.com from **Government college of management sciences Peshawar**)  
   
 **Matriculation** (Matriculation from **Edwards college school wing II Peshawar**)  
  
   
  
   
**Language:** Urdu   
 Hindko  
 Pashto  
 English