



Waaar Ahmad S/o Haji Ghufraan Ullah.

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PROFILE:

- **05 Years** of Experience in Supply Chain Management at Sky Green Engg Company Nowshera Using Quick Book ERP System.
- **03 Years** of work experience in **Gulf Saudi Arabia** as an Executive Supply Chain Management.
- **05 Years** of extensive work experience in a Multinational Organization in **Pakistan** in the Procurement Department as a Purchase Officer using **SAP** a world-class ERP software.

ACADEMIC QUALIFICATION:

- *Matric (science 2nd Div.). From B.I.S.E. Rawalpindi. (1999-2000).*
- *F.Sc (Pre-Engg. 1st Div.). From P.B.T.E. Lahore. (2003-2005).*
- *B.Com. (Second Semester) From AIOU Islamabad (2012-2013).*

MAJOR COURSES & TRAININGS:

- 1- 06 months IT Training Course in Computer. Year (2006).
MS Windows, MS Office, Word, Excel, PowerPoint. Email, Hardware and Software, Internet.
- 2- 08 weeks Training Course in Spoken English. Year (2007).
- 3- 06 weeks Training Course of PLC. Year (2007).
- 4- 06 weeks Training course in SAP. Year (2013).
- 5- 06 weeks of the training course of SCM. Year (2014).
- 6- 03 Days training in Import Export Documentation Year

EXPERIENCE:

- 1- **05 Years** of Experience in Sky Green Engg Company as Asst Manager SCM. (2016-2023)
- 2- **03 Years** of experience in Metal Fasteners Co. Ltd. Saudi Arabia as an SCM Executive. (2013-2016).
- 3- **05 Years** of Experience in KSB Pumps Co. Pakistan as Purchase Officer. (2008- 2013).
- 4- **02 Years** of Experience in MAXPRO Co. Ltd Pakistan as Assist. Production in charge. (2006-2008).

PROFESSIONAL SKILLS:

- Strong communication and convincing skills in speaking and writing.
- Planning skills with execution Abilities
- Good Negotiation skills.
- Well performance to handle large inventories
- Good Understanding of Cost control policy.

SAP COMMAND ON MM MODULE:

Perfect command of MM Module in SAP including, Creating RFQ, QES, and POs. All kinds of Reporting e.g. PRs, PO, Delivery, GRNs, Rejections, Vendor Assessments, Forecasting, Checking of Inventories, Closing of Quality notification.

COMPUTER SKILLS:

- *Installation, Configuration, Troubleshooting and Management of Computer.*
- *Operating systems, MS. Win 2k, Win XP, Win Seven, and Vista.*
- *Using MS Word, MS Excel, MS Power point, Adobe Acrobat Etc.*
- *Using Comet ERP System.*
- *Using of SAP ERP System.*
- *Using of LIMS & IBMS ERP Systems.*

PERSONAL ATTRIBUTES:

- *Flexible to adapt the new culture and environment.*
- *Strong analytical and cooperative skills.*
- *High level of procurement understanding.*
- *Good understanding of technical issues as well.*
- *Direct and open communicator.*
- *Good ability to work under stress and deadlines with a complete action plan.*
- *High level of integrity.*

DUTIES & RESPONSIBILITIES:

- *Responsible for purchasing of Raw Materials, traded items, Consumables and small parts from PreQualified Supplier and direct from open market.*
- *Managing the high volume suppliers keeping in view the inventory and on time delivery.*
- *Forecasting the material requirements and negotiating related facilities.*
- *Coordinating with management to produce forecasts and indexing reports.*
- *Managing the payables and receivables settlement.*
- *Liaison with Planning, Production, Sales and respective vendors.*
- *Exercise the functioning control over procurement issue by paying particular attention towards, □ Custody of all procurement documents.*
- *Proper implementation of purchasing instructions issued from Management time to time.*
- *Visit to suppliers for once in a month.*

PERSONAL INFORMATION:

- *Date of birth: April 1st 1983.*
- *C.N.I.C Number: 16201-9771808-7.*
- *Domicile: K.P.K, Pakistan.*
- *Marital status: Married.*
- *Linguistic support: English, Urdu, Panjabi and Pashto.*

PERSONAL INTERESTS:

Membership of Online Courses & Trainings.

- *NLPA (Next Level of purchasing Association).*
- *SPSM (Senior Professionals in Supply Chain management)*
- *Excellent in Action (By Dr. Nadeem Abdi).*