

AMANAT ZAHOOR

Mobile # 0567679250

E-Mail : amanatzahoor@hotmail.com

Objective

A hard working, pro-active **Foreign Purchaser Manager** with an upbeat and positive attitude , who is looking for an opportunity to make difference in a business that is moving forward. Possessing a track record of achievements and a proven ability to manage the vender / supplier base to reduce the lead time and material cost where ever possible . Able to develop solutions to supply chain problems , whilst having an active and dynamic approach to work and getting things done efficiently . Able to communicate at all levels, with a good negotiation, management skills, working under pressure whatsoever conditions. Committed and determined person with a high willingness to achieve the goals, as well as the objectives which are proposed. Honest, friendly and team player spirit.

Experience

Organization:- Yasser Al mohaimed & Partner Trading Co.

Job Title: - Foreign Purchase Manager

January 2012 to onwards

Job Descriptions:-

• Foreign Purchase Manager

- Direct operation of merchandise and purchasing from China, America, Singapore, India, Korea, Dubai, and Thailand.
- Negotiating prices and terms of products with major suppliers ,
- Managing, developing and improving the purchasing team skills regularly
- Searching and development of new vendors and new products.
- Implementing Standard Operating Procedures within the warehouse.
- Review records of goods ordered and received. Implement monitor evaluate and continuously improve operational standards and programs to elevate performance.
- Preparing of MIS reports (related purchase and sales) on fortnight and monthly basis.
- Preparing the Quotations.
- Preparing In and Out Documents for Goods.
- Preparing the vouchers journal, payment, receipt, cash, sales & purchase.
- Preparing statement of Debtors & collaboration with new customers.
- Assisting in periodic financial report in all different forms.
- Assisting in generating Income Statement.
- Preparing statement of P & L Accounts & Balance sheet.

- Making and checking of Inventory with tallying of bills received and stock cards.
 - Checking of inventory of all the goods received goods at hand, goods issued and tallying with the stock card.
 - Maintenance of daily sales and purchase record and filing all paper work.
 - Preparation of monthly receivable and payable statement.
 - Managed almost 50 vendors accounts, check all debits and credit account.
 - Handle reconciliation of branches accounts and all banking work. I.e transfer amount to vendors, look after L/C accounts.
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Organization:- Neelaj International Est. Riyadh.

Job Title: Accountant

Duration: July 2011 to January 2012

Job Descriptions:

- Managed the purchasing of the company. Maintained record of the purchases.
 - Entered purchase invoices using Ms Excel and calculated the amounts at the end of project. Kept the record of fuel and food expenses.
 - Handled the record of tools, equipments and machinery issued to the field workers.
 - Prepared the quotations and follow up for new projects.
 - Prepared salaries of the staff according to the attendance and overtime.
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Organization:- Faysal Bank of Pakistan Limited.

Job title:-Corporate Associate

Duration:- May 2009 to May 2011

Job Descriptions:

- **MIS Management:-**
 - Collecting and updating all corporate customer financial data.
 - Preparing of Call Reports with the customers with the Relationship Manager.
 - Holding all record of deposit slips of the Cash Management.
 - Maintaining all record of the corporate Head meeting Agenda with the customer.
 - **Record Keeping:-**
 - Keeping, maintaining and updating all corporate customers' files record.
 - Collecting documents directly from the customers for the record.
 - Keeping all products of the Cash Management i.e. deposit slips, customer deposits slips, banners etc.
 - **Departmental Coordination:-**
 - Arranged meetings of the corporate Head and Relationship Manager with the customers.
 - Directly coordinating with the customer.
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Organization:-Dewan Group of Pakistan

Job Title: Customer Relation Officer

Duration: January 2009 to May 2009

Job Descriptions:

- My role was to keep contact with the customers. I provided them with the information about different departments of the company.
 - Telephonic contact with the clients. Replied enquires made by the customers.
 - Controlled documents of the company. Collected documents from the branch offices and conveyed to the relevant officials of the head office.
 - Dispatched the signed contracts and documents from the head office to branch offices.
 - Maintained record of the documentation using Ms Word and mailed to the admin department.
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Academic Qualification

B.A (Economics): University of Hazara Mansera, Pakistan.

HSSSC(Economics,Statistics,Mathematics): Govt Higher Secondary School Bagnotar Abbottabad.

SSC-Science Federal Bord Islamabad.

Professional Training

- Two weeks training in Alamazon Infirmination Technology Jeddah.
 - Three months training in different department of the bank.
 - **GSD (General Sales Department).**
 - **Cash Department.**
 - **Corporate Service Centre.**
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Computer Skills

- Microsoft Office, Word, Excel, Power Point.
 - Microsoft Windows.
 - Operating Symbols (Software).
 - Operating Alamazon Accounting System.
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Languages

- English (Read, Write, & Speak) Fluent.
 - Urdu (Read, Write, & Speak) Fluent.
 - Arabic (Read & Speak) working.
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Personal Information:-

Father's Name: Zahoor Hussain.

Date of Birth: November 14, 1988.

Religion: Islam.

Nationality: Pakistani.

Marital Status: Married

Iqama: Transferable.

Reference:-

Reference will be provided on request.