



ATA UR REHMAN KHAN

OBJECTIVE

Skilled Enterprise Resource Planning User with extensive knowledge of ERP software now seeking a challenging position in a competitive environment where I can utilize my experience and have the opportunity to work enthusiastically for the attainment of organization objectives.

ACHIEVEMENTS

I have worked in Supply Chain Department of Shaigan Pharmaceuticals to implement SAP (ERP). I was selected as a member of SAP implementation team on the basis of my database and software developing skills. On playing a vital role in implementation of SAP, I was awarded with a cash prize and an appreciation letter.

I have developed a customized application "WIS" (Warehouse Information System) for Warehouse Department in Shaigan Pharmaceuticals to resolve their issues regarding inventory control. This application contains various modules like

- Item Master Data
- Vendors Master Data
- Goods Receiving
- Goods Issuance
- Stock Transfer
- Production Orders Booking (BOM based)
- Production Orders Issuance.
- Search (Products ,Vendors and Transactions)

Enriched with all types of customized reports such as Product Wise Stock Report, Category Wise Stock Report, Location Wise Stock Report, Ledger Report, Products Re-Order Report etc., this application has helped them resolve their 95 % inventory issues.

PRACTICAL EXPERIENCE

December 2012-Till Date

Shaigan Pharmaceuticals Pvt. Ltd

Adyala Road, Rawalpindi.

Supply Chain Executive

- Design and develop reports for Supply Chain Department.
- Analyze information about supplier performance or procurement program success.
- Negotiating contracts to reduce costs and achieve maximum efficiency.
- Planning delivery timetables to ensure targets are met.
- Monitoring stock levels.
- Tracking products through depots to make sure they arrive at their destination.
- Manage all tasks related to Supply Chain.
- Look after all activities of Procurement Coordinator (General).
- Conduct and supervise all the purchase activity of Raw and Packaging material in company.
- Supervise and monitor the Supply Chain Coordinators in all activities and tasks both for local/general and Raw & Packaging purchases.
- Check stock statements through ERP (SAP) for Raw and Packaging items and indents.
- Request for Quotation to all vendors for raw and packing materials as per approved indents.
- Review and approve the comparative statement on the basis of received Quotations for final approval.
- Check and approve the draft generated POs by SCC in SAP.
- Inform Quality Control and Warehouse for launch of new product and any change in previous designs.
- After final approval, liaison with finance department regarding the payment to vendors and other activities. Liaison with warehouse regarding raw materials and packages.
- Take immediate action against rejections and intimate vendor for replacement.
- Update and maintain documentation of ISO for Raw Materials/Packaging material.
- Approve the registration of subcontractors in the Approved Subcontractors List.

January 2011-November 2012

Shaigan Pharmaceuticals Pvt. Ltd

Adyala Road, Rawalpindi.

Procurement Coordinator (alias Commercial Coordinator)

- Supplier wise preparation of *Request for Quotations* as per the approved indent items.
- Prepare comparative statements based on different *Offers Received from Suppliers*.
- Get Approval of quotations from SCM (Supply Chain Manager) and DOP (Director Operations).
- Generation of draft Purchase Order as per the approved Indents and quotations.
- Get Approval of Draft Purchase Orders by Supply Chain Manager and Finance Manager.
- Final creation of Purchase order after approval by SCM and FM.
- Dispatch the purchase orders to concerned suppliers.
- Communicate with supplier/vendor and take follow up of pending items/goods not yet received.
- In case of rejection, written information to supplier to replace the material.
- Coordination with Finance Department regarding daily purchasing, clearance of cash purchase bills and advances.
- Manage purchasing on daily basis. Instruct the Purchasing Officer for purchasing of items/goods as per the approved purchase orders and also about Bilties received at different places.
- Checking and ensuring the entry of items/goods received on daily basis in warehouse.
- Perform any other assignment given by the management.

February 2009-December 2010

Shaigan Pharmaceuticals Pvt. Ltd

Adyala Road, Rawalpindi.

Inventory Management Assistant (alias Warehouse Coordinator)

- Receive items/goods on daily basis and inform the indenting departments.
- Ensure physical checking of daily received goods (Quality/Quantity).
- Maintain stock inward register.
- Approve and forward bills to Procurement Department for further clearance.
- Search purchase orders for received goods in MIS (Management Information System)/ERP (SAP) and generate GRNs/GRPO (Goods Receiving Note) accordingly.
- Ensure proper labeling of received stock in warehouse.
- Maintaining and updating the bin cards on daily basis.
- Daily entries in WIS (Warehouse Information System) of items/goods received without purchase orders.
- Daily submission of "Pending GRNs" report in Procurement Department.
- Generate product wise monthly consumption report from WIS and prepare purchase requisition/indent accordingly for purchasing.
- Ensure proper placing and stacking of received items/goods (Gifting, Literatures, SPO Stationary, General Items, Warehouse Stationary, Workshop Items, Packaging Material etc)
- Issue items/goods required by concerned department and post internal requisition vouchers in MIS to update stock balances.
- Weekly stocks take of all items/goods available in warehouse.
- Keep a check on all outgoing items/goods and prepare Gate Pass accordingly.
- Dispatch the rejected lots of items/goods to concerned supplier/vendor.

August 2008 to January 2009

Max Telecom Pvt Ltd.

Software Technology Park, Islamabad

Reporting Incharge

- Design and develop an automated user friendly database for reporting department
- Keep and maintain record of daily grabbed leads in SQL/Access database for each leads grabber individually.
- Maintain database of Asterisk log on daily basis.
- Generate reports on Asterisk log in Excel and Access as per the requirement of Operation Manager.
- Generate reports of agent performance on hourly basis for CEO.
- Generate the performance report of all departments on daily basis (Today Report)
- Manage Dialer on daily basis

- Generate reports from dialer data on daily basis.
- Keep a record of daily agent's calls for security purpose.
- Monitor all calls of agents from dialer.
- Provide leads to agents on daily basis (Manual Dialing)
- To instruct leads department for grabbing leads and removing duplicates etc.
- Guide team lead of leads department for maintain leads database.
- Train new employees in reporting department.
- Compile leads on daily basis.
- Generate all types of reports on leads data as per the requirement of CEO (Daily basis)
- Mail all type of reports to CEO (Pakistan and Australia)

April 2006 to February 2008

Shaigan Pharmaceuticals Pvt Ltd.

Adyala Road, Rawalpindi.

Marketing Liaison Officer (alias Marketing Coordinator)

- Business unit correspondence
- Quarterly Forecast (Preparation & Follow up of request for quarterly samples)
- Dispatch of Literatures, Samples, Giveaways and other promotional material to field force.
- Filling of business unit
- Doctors printing (Requesting, Proofing, Printing)
- Keeping & maintaining record of Tour Programs of all field force.
- Preparation of Dr. Requisitions, Marketing Activities Claim Forms and follow up.
- Keeping and maintaining record of product files.
- Keeping and maintaining record of Daily reports of all field force.
- Checking of Field Force Traveling Expense with Daily Reports.
- Monthly sales dispatch to ASMs (Sales Vs Targets)
- Appraisal Record
- Advances and follow up
- Business unit activities monitoring
- Promotional map activities
- Any other assignment given by management.

Billing Officer

- Preparation and compilation of corporate bills (Indoor Patient)
- Keeping & maintaining record of indoor patients (Manual)
- Keeping statistic of pathology department, x-ray department, private and panel patients
- Daily check of authority letters of all panel patients
- Keeping record of indoor bills
- Dispatching and follow up of corporate bills
- Implementation of HMS (Hospital Management Software)
- Maintaining records of IPD patients in HMS
- Preparation and generation of indoor patient bills in HMS
- Assisting Billing Assistant in preparation of corporate bills and other assignments

December 2003 to March 2006

Maryam Memorial Hospital

Peshawar Road, Rawalpindi

Billing Assistant

- Preparation & compilation of corporate bills (Out Door)
- Keeping & maintaining record of OPD bills of all panels
- Dispatching of corporate bills to all panels

EDUCATIONAL BACKGROUND

- 2010 Allama Iqbal Open University
Bachelors of Mass Communication
- 2002-2003 Rawalpindi Board of Intermediate and Secondary Education
Intermediate in Computer Sciences (ICS)

(Mathematics, Computer, Statistics)

- 2002 Super Tech Institute of Computer Sciences, Rawalpindi.
Professional Hardware Diploma A+
- 2000-2001 Federal board of Intermediate and Secondary Education.
SSC (Mathematics, Physics, Chemistry, Biology)

TRAININGS AND WORKSHOPS

- 21-Dec-13 Quickbiz (Trainings, Conferences, Publications)
Procurement Skills
One Day Workshop in Royal Palm Golf Club, Lahore
- 04-Oct-13 STAR (Shaigan Training & Reinforcement)
Time Management
One Day Training Program in Shaigan Pharmaceuticals, Rawalpindi.
- 17-Aug-13 STAR (Shaigan Training & Reinforcement)
Organizational Behavior
One Day Training Program in Shaigan Pharmaceuticals, Rawalpindi.
- 11-Oct-12 NPO (National Productivity Organization, Ministry of Industries)
Negotiation Skills
One Day Training Program in Software Technology Park, Islamabad.
- 20-Oct-11 NPO (National Productivity Organization, Ministry of Industries)
Supply Chain Management & Business Forecasting
One Day Training Program in Software Technology Park, Islamabad.
- 08-Jul-11 To 09-Jul-11 BTN (Business Training Network)
Self Awareness
Two Days Training Program in Shaigan Pharmaceuticals, Rawalpindi.
- 21-April-11 To 22-April-11 LMDA (Leadership & Management Development Associates)
Advance Supply Chain Management
Two Days Workshop in LMDA, Islamabad.

COMPUTER SKILLS

- Can develop fully automated medium size applications using VBA (Visual Basic for Applications), SQL and MS Access 2007.
- Excellent grip on Microsoft Office (MS Excel, Word, Power Point, Access).
- Functions and Macros in VBA to use in Excel/Access.
- Internet (Searching, Surfing and Browsing)

INTEREST AND HOBBIES

Programming/Software Developing (VB, VBA, HTML and SQL).

Reading Books and magazines (Spider, Global Science)

Playing Cricket

LANGUAGES

Excellent communication and written skills in English, Urdu and Pashto.

PERSONAL INFORMATION

Name	Ata Ur Rehman
Fathers Name	Saeed Ur Rehman
I.D #	37405-4425711-7
Marital Status	Married
Religion	Islam
Nationality	Pakistani