



FARRUKH MUSTAFA

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Career Objective:

I am willing to provide my services in a reputed organization, and want to utilize my potential with the help of my knowledge and skills.

Academic Qualification:

- Masters:** Master in Business Administration from **SZABIST Karachi**, majors in Supply Chain Management, 2016
- Graduation:** Bachelor Studies in Business Administration from **University Of Karachi**, 2011
- Intermediate:** Pre-Engineering from Govt. College for Men Nazimabad Karachi, 2007
- Matriculation:** Science Group from Brilliant Career School Karachi, 2005

Experience:

- In **HubPak Salt Refinery**, working as Procurement Executive (Aug 14 to Present)
 - Dealing with International and Local Suppliers.
 - Responsible for Imports and its documentations.
 - Ensures the timely delivery of quality products at the lowest possible cost:
 - Controlling of documentation by Utilization of SAP ERP System in different processes of Procurement
 - Maintaining optimal stock levels.
 - Reviews and evaluates the performance of the suppliers
 - Visiting of markets for searching of new Suppliers and for Purchasing of industrial items when needed.
 - Ensures the proper processing of all functions according to ISO Standards
 - Verifies quantification of orders
 - Verifies that the required order is within the agreed budget
 - Submits final invoices to the Finance and Accounts Department and follow up the payments to vendors
 - Ensure proper material stacking in Warehouse as per stocking norms,
 - To ensure FIFO system is following successfully.
 - Route planning for deliveries of products on our different plants.
- In **EFU General Insurance Ltd** worked as Purchase Officer (Apr.13 to July.14)
 - Manage all communication for purchase orders with vendors and analyze all communication for same.
 - Resolve all purchase issues and coordinate with accounts payable department to process all invoices.
 - Design all purchase orders for all stock and non-stock items.
 - Ensure timely delivery of all products and administer all vendor performance.
 - Maintain records of all inventory and associate documents for all processes.
 - Provide assistance to all purchasing staff and manage all calls for purchasing and delivery schedule.

- Worked as Marketing Officer in **Shan Foods Pvt. Ltd.** (Feb.12 to Mar.13)
 - Market products by developing and implementing marketing campaigns.
 - Recording of sales data and maintaining promotional materials inventory.
 - Assist in planning of meetings and trade shows.
 - Maintaining databases and preparing reports.
 - Four weeks internship in EFU General Insurance
- Four weeks internship in **EFU General Insurance Ltd** (Feb.11 to Mar.11).
- Teaching in private and group coaching for classes Matric (science), Inter (science, commerce) and O-LEVELS Since 2010
- Six week internship in branch of **Allied Bank Ltd.** (Jan.09 to Feb.09).

Professional Courses:

- **ISO 9001:2015** – Quality Management System Certification, 2016
(United Registrar of Systems)
- **ISO 9001:2008** – Quality Management System Training, 2015
(HubPak Salt Refinery)
- One year Advance Diploma in Information Technology, 2010
(Skill Development Council)

Qualities:

- Voluntary organized and participated in Marketing activity of HubPak Salt Refinery held at Expo Center named My Karachi, 2016
- I am very cooperative with my colleagues and during my studies, I have given many group presentations and many times, I became a group leader.

Personal Information:

Father's name	:	Muhammad Saleem
Date of Birth	:	19 th Sept 1990
Nationality	:	Pakistani
Religion	:	Islam
Marital Status	:	Single
C.N.I.C#	:	42101-4943366-5