

# KUWAIT TEACHING HOSPITAL



## PESHAWAR MEDICAL COLLEGE

WARSAK ROAD, PESHAWAR. POSTAL CODE: 25160.  
TEL. 091-5202191-94, FAX. 091- 5202195

8<sup>th</sup> June, 2023

KTH 4/06-2023

### EXPERIENCE CERTIFICATE

This is certified that **Muhammad Umair Javed S/O Mir Bahadar** has worked as an **Account/Procurement Officer** in the Pharmacy (Purchase Department) at **Kuwait Teaching Hospital** from **20<sup>th</sup> October, 2021** to **7<sup>th</sup> June, 2023**. During his tenure, he demonstrated exceptional professionalism, competence, and dedication to his responsibilities.

He has joined as an **Account Officer** from 20<sup>th</sup> October, 2021. During his role as an Account Officer, he was responsible for handling financial management i.e., overseeing the budgeting process for the Pharmacy, preparing and reviewing financial reports, purchase orders, invoices, and other relevant documentation.

From 10<sup>th</sup> August, 2022 he has adopted additional responsibility as a **Procurement Officer**, and was responsible for management various procurement activities related to pharmaceutical supplies, conducting market research, evaluating supplier proposals, and developing and implementing procurement strategies.

Throughout his employment, he consistently exhibited exceptional organizational skills, and demonstrated excellent communication and interpersonal skills, which enabled him to collaborate effectively with internal stakeholders, suppliers, and other relevant parties. In conclusion, He is highly recommendable for any future endeavors in the field of accounts, audit and procurement management.

**Administrative Officer**  
Kuwait Teaching Hospital