

KHIZAR HYAT

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CLIFTON BLOCK-08 DELHI COLONY KARACHI



ABOUT ME

"I am eager to work in a competitive environment where I can maximize my potential and explore new opportunities. As a dedicated and loyal professional, I am committed to delivering high-quality work. I learn quickly and thrive in challenging roles, always seeking to push my limits and contribute to team success."

STRENGTHS AND EXPERTISE

Supply Chain Optimization	Demand, Planning & Forecasting	Operations Management
Logistics & Distribution Management	Supplier Relationship Management	Data Analysis & Reporting
Risk Management	CSR Management	Oracle, POS, ERP, SAP

PROFESSIONAL EXPERIENCE

PAKITEX BOARDS (PATEX) PVT. LTD.

Dec 2023 - cont.

ACCOUNTS EXECUTIVE:

Key Responsibilities:

- Oversee and reconcile petty cash accounts for all operational units, ensuring proper documentation and adherence to internal controls.
- Process vendor invoices and payments, ensuring accuracy and compliance with agreed terms.
- Monitor receivables to ensure timely collections and minimize outstanding balances.
- Manage vendor contracts and terms, addressing discrepancies or issues to maintain smooth business relationships.
- Evaluate vendor performance to ensure alignment with company standards and cost-effectiveness.
- Maintain and update the general ledger with accurate and timely entries to support month-end and year-end closings.
- Assist in preparing financial statements by ensuring the accuracy of ledger accounts.
- Track and analyze expenses for various cost centers, identifying opportunities for cost optimization.
- Prepare reports and support budget planning for operational efficiency.
- Generate periodic financial and operational reports for management, aiding in decision-making processes.
- Collaborate with auditors by providing necessary documentation and explanations during internal or external audits.
- Ensure financial operations adhere to company policies, local tax regulations, and other legal requirements.
- Identify and implement improvements in accounting processes to enhance efficiency and accuracy.

COSMO PHARMACEUTICALS KARACHI

March 2023 - May 2023

ASSISTANT TO MANAGING DIRECTOR:

Key Responsibilities:

- Oversee day-to-day operations of the company, ensuring efficient and effective management across all departments including R&D, manufacturing, sales, and marketing.
- Ensure the operational processes are in line with company policies, industry standards, and regulatory requirements (eg. DRAP guidelines).
- Develop and maintain performance metrics to ensure operational efficiency and achievement of business objectives.
- Interact with vendors and distributors to ensure smooth operation.

SUPPLY CHAIN OFFICER:**Key Responsibilities:**

1. Retail Management System (RMS) & POS Operations:
 - Managed all activities related to the Retail Management System (RMS) and Point of Sale (POS) systems, ensuring seamless transactions and data accuracy.
2. Vendor and Customer Coordination:
 - Acted as the primary liaison between vendors, shops, and production departments, fostering strong relationships to ensure timely order fulfillment and product availability.
 - Coordinated with dispatchers, warehouses, and customers to manage outgoing orders efficiently and meet delivery schedules.
3. On-Time Shipment & Customer Experience:
 - Enforced on-time shipments to ensure exceptional customer experiences and product availability at retail locations, meeting both standard and special orders.
4. Inventory & Stock Management:
 - Monitored inventory levels to ensure optimal stock availability, preventing shortages while maintaining accurate records and schedules.
 - Ensured 100% product availability at shops in alignment with customer orders, minimizing stock-outs and disruptions.
5. Product Forecasting & Trend Analysis:
 - Conducted product forecasting based on sales data, seasonal trends, and promotional cycles.
 - Planned inventory for special events (e.g., Eid, Christmas, New Year) to meet increased demand during peak periods.
6. Product Information Management:
 - Maintained up-to-date product details in the system, including titles, descriptions, prices, and assigned barcodes to relevant SKUs.
 - Managed product listing and delisting for digital marketing and promotional activities.
7. Promotional Strategy Support:
 - Assisted managers in developing and executing promotional strategies, contributing to the growth of sales and customer engagement.
8. Receivables & Payables Management:
 - Monitored and followed up on receivables and payables, ensuring smooth financial transactions and timely payments.

EDUCATION**GRADUATION**

B.COM - University of Punjab Lahore

Diploma in Information Technology

DIT - Punjab Board of Information Technology Lahore

INTERMEDIATE

D.COM - Punjab Board of Technical Education Lahore

Matric

Matric - BISE Multan
