

MUHAMMAD AKMAL SAUD

Flat -101 Komal Arcade, 3E /18 Ziauddin Commercial

Area, Nazimabad No.3 Karachi

Cell# 0092 335 2305610

Email: muhammadasaud@gmail.com



EMPLOYMENT HISTORY

Title	Manager Purchase & Admin	
Aug 2012 To till date	Pir Madar Goods Transport	(Karachi, Pakistan)

Key Responsibilities:

- Issue purchase orders & follow up with vendors.
- Keep in close contact with suppliers to make sure, on time and good quality material.
- Ensure transparent procurement, as per company policy.
- Maintain records of all aspects associated with procurement.
- Maintain proper filing system both as soft and hard data.
- Manages proper inventory of stationary/ Kitchen consumables & cleaning stuff.
- Supervise daily activities of drivers and janitorial staff.
- Establish reports based on logistics movements and distribute them according to requirements.
- Prepare spread sheet containing data of quotations received from vendors, for evaluation.
- Responsible for verification of cash and expenses done through petty cash.
- Responsible for management of office.
- Responsible for renovation and maintenance of office, make sure HSE standards are followed.
- Make sure office fumigation and other hygiene related issues are dealt on priority basis.
- Responsible for allocation of office vehicle fleet.
- Review and approve overtime and leaves.
- Manage on time payment of yearly vehicle taxes, fitness certificates and route permits of all the company vehicles.
- Work as a team leader for achieving new contracts.
- Work as a focal person to communicate with other organizations.
- Schedule maintenance of office equipments and computers.
- Supervise operations department activities.
- Maintain all staff files, make sure that they are up to date.
- Maintain record of staff leave record.

Title	Purchasing Officer	
Sep 2007 to May 2012	TETHYAN COPPER COMPANY PAKISTAN (PVT) LTD (Multinational Mining Company)	(Karachi, Pakistan)

- Receive demands from campsite for purchase of material.
- Get quotations from vendors (within Pakistan and from abroad).
- Generate RFQ's and Purchase Orders.
- Prepare spread sheet containing data of quotations received from vendors, for evaluation.

- Ensure transparent procurement, as per company policy.
- Keep in close contact with suppliers to make sure, on time and good quality material.
- Supervise process of material handling, making sure HSE rules are followed.
- Supervise logistics of material, and closely monitor movement of trucks with close coordination of security department.
- Work closely with Community relation department on capacity building of local vendors of Balochistan.
- Prepare monthly and quarterly procurement reports for senior management.
- Supervisions of weekly air charter flights.
- Supervise travel board.
- General office administration.
- Renovation and maintenance of office and guest house.
- Provide administrative services higher level management.
- Checks and verify expense reports of higher management, of their foreign and local visits.
- Manages proper inventory of stationary/ Kitchen consumables & cleaning stuff.
- Coordinate with HSE department for office fumigation and on hygiene related issues.
- Vehicle management of office (motor pool).
- Yearly renewal of lease agreements.
- Manage on time payment of yearly vehicle taxes, fitness certificates and route permits of all the company vehicles.
- Coordinate with security department in regards with security clearance for expatriate's movements.
- Maintain proper filing system both as soft and hard data.
- Maintain asset control asset register to ensure availability/safety of all the items/ property.
- Maintain petty cash.
- Maintain emergency evacuation fund for expatriates.
- Assist in Annual Audit to the External Auditors.

Title	Accounts Officer	
Jan 2005 to Aug 2007	TETHYAN COPPER COMPANY PAKISTAN (PVT) LTD (Mining MNC)	<i>(Karachi, Pakistan)</i>








Key Responsibilities:

- Purchase order/Contract, Purchase requisition comparison with the Invoices received for payment process.
- Advances, Adjusting Entries (Jvs), Vendor & Bank Reconciliations, Maintain Proper Filing System.
- Bank Reconciliation.
- Payments to Vendors, Matching of Purchase Orders.
- Get the approvals of the Invoices against the Contracts from relevant budget owners.
- Maintenance of Invoice Register, Updation of Bank Books, Tracking of Funds available.
- Preparation of Cash Call for future payment requirements.
- Preparation of Tax deduction certificates to the Vendors annual/required basis.
- Petty Cash Management, Replenishments/Disbursements etc.
- Assist in Annual Audit to the External Auditors.

Title	Admin & Accounts Officer	<i>Karachi, Pakistan</i>
Nov 1999 To Dec 2004	KEEN TRAVEL AGENCIES	

Key Responsibilities:

- Preparation of monthly all Bank accounts Reconciliation.
- Preparation of Vouchers (JVs, RVs, PVs). Maintenance of records of Accounts Receivable and Accounts Payable, as well as relevant filings.
- Air ticket reservation (Domestic and International), hotel room reservations, office correspondences and other admin works.
- Preparation of Salaries, Maintenance of Staff Leave records, dealing with banks.
- Working on Accounting Software, based on FoxPro, coding and data entry in the software.
- Petty Cash Management.
- Stream line things to process renewal of agency licence annually.

PROFESSIONAL CERTIFICATIONS & TRAININGS			
Title		ORACLE FINANCIAL R12	
		 Purchasing and Inventory	
EDUCATION			
2008		KARACHI UNIVERSITY B.COM	(Karachi, Pakistan)
PERSONAL			
		 Nationality: Pakistani  Date of Birth: 12.11.1977	 Languages: Fluent in English/Urdu  Marital status: Married
TOOLS AND IT SKILLS			
		 Tools: MS Office Suite.	AccPac Accounting Software
Participated in several in house HSE related trainings.			