

ATIF ASLAM

ABU DHABI – UAE

☎ +971 55 6962190

✉ atifkashmiri001@gmail.com

SUMMARY**Education:** MBA-Finance + BSC (Computers Sciences)**JOB Focus:** Procurement, Logistics, Supply Chain, Management Warehouse Management, Coordination, Office administration**LOGISTICS MANAGEMENT PROFILE****SUPPLY CHAIN MANAGEMENT | OFFICE ADMINISTRATION****VALUE PROPOSITION****8 years of versatile experience across Diverse Organizations.****Seeking challenging assignments in Office/ Project Management**

- ⇒ Significant exposure in **Supply chain Management, procurement, Logistics Management, Financial Management, Budgeting & Forecasting, Warehouse Management, Estimating & Proposals**, able in handling **Client Clarifications, Contract Negotiations, Material Management, Vendor Development, Administration & Management** of day-to-day official activities.
- ⇒ Well versed in using a range of office software, including, **Ms. Office (Advance level), ERP system, Adobe Photoshop, AutoCAD (basic), Email databases & managing file systems**, developing & implementing new administrative systems, recording office expenditure and managing budget.
- ⇒ Proficient in coordinating projects & Official works with detailed action plans, presenting, explaining proposals and reports to clients.
- ⇒ Skilled in planning & organization, development & maintenance of public and international relations.
- ⇒ Self-motivated, detail-oriented and organized.
- ⇒ High degree of creativity and an expert in problem resolution along with and interpersonal skills

Skills

Procurement Management
Supply Chain Management
Operation Management
Project Management
People Management
Strategic Planning
Cost Reduction
Team Building

Manages and oversees the efficient operation of entire purchasing needs
 Improves trust & encourages collaboration among supply chain partners
 Integrates diverse business processes creating value for all stakeholders
 Proven ability to take complex projects from concept to successful completion
 Strong and decisive leadership of multi-cultural and multi-disciplined teams
 Defines and implements innovative strategies to improve sourcing processes
 Achieves significant cost reductions and efficiency gains through centralization
 Builds effective and cohesive teams, instilling a strong culture of excellence

PROCUREMENT & LOGISTICS OFFICER**FEB, 2012 – PRESENT****Metallic Equipment Technologies EST. (Abu Dhabi)** (A group of Companies)

The Me Group of Companies (METALLIC EQUIPMENT CO) is a well-established Group with over 45 years of experience in the field of building hardware, trading, manufacturing and security system, METALLIC EQUIPMENT TECHNOLOGIES E.S.T is a part of MEGROUP and Specified in *low current system and Electronic Security Systems (CCTV, ACS, Intrusion Alarm, hotel management etc.)* Surveillance Systems and Software Machinery Interfacing.

As PROCUREMENT & LOGISTICS OFFICER**RESPONSIBILITIES**

- ☞ **Engage** in planning, sourcing, buying and monitoring of procurement for company in a cost effective manner.
- ☞ Good Technical knowledge about the **LOW CURRENT SYSTEM, CCTV, ACS, AUDIO VISUAL, NETWORK INFRASTRUCTURE, HOTEL KEY MANAGEMENT, BUILDING AUTOMATION**
- ☞ Purchase deals with partners **MARCH NETWORK, KABA, AXIS, Hikvision, CISCO, RBH, GENETEC, EMC, BELDON, Microsoft** etc.
- ☞ **Assesses and organizes logistics** in terms of transport requirements, receipt, handling, storage and distribution of relief items and establishes proper warehousing and recording systems including assets;
- ☞ **Identify, mobilise** resources, implement and report on special logistics operations;
- ☞ **Ensure that accurate and complete accounting**, reporting and internal control systems are functioning and that all relevant records are maintained;
- ☞ Strong Knowledge of **Structure Cabling**, supervise the team in the selection of material
- ☞ **Prepare the timeframe** for the delivery of items and start the work from (like, Deliver cables and start cabling then termination and during this time procure all other items)
- ☞ **Oversee** placing of orders, receiving and inventory for smooth flow operation.
- ☞ **Expedite** placement of purchase orders to ensure timely delivery of material.
- ☞ **Track all** incoming shipments and procure the best shipment charges
- ☞ **Monthly** more than 40 international and 60 national shipments received
- ☞ **Arrange Local purchases** (under petty cash) for the projects and also arrange all type of fabrication, Cladding, splicing etc. jobs for the projects, after getting the accurate requirement details
- ☞ **Forecast** the supply and demand of require material



- ☞ Create and update a **pricing list** for most commonly used items for the estimation and sales team
- ☞ **Hire and Arrange** meeting of subcontractor and Engineers and finalize the work and then negotiate about prices
- ☞ Developing timely procurement, stock, operations and logistics reports for management review
- ☞ **Ensuring** accurate stock operations
- ☞ **Packing of** all material as per the standard and instruct store keepers for proper packing and review the package before dispatch.
- ☞ **Document preparation** for export shipment, (like, commercial invoice, packing list and chamber of commerce certificate, certificate of conformity etc.)
- ☞ **Custom clearance**, for the import shipments (only in some cases when items need urgent)
- ☞ **Prepare tenders** for purchase and supply of equipment and materials including subcontracted scope of work and service.
- ☞ **Channelize** overall management of procurement process right from preparing RFQ, negotiation, contract closeout and claims processing **Analyze** technical data, designs, preliminary specifications, manufacturing limitations, supplier facilities and availability of parts and equipment.
- ☞ **Find out** potential suppliers and **recommend** those most desirable.
- ☞ **Interview** supplier representatives about specifications, costs, inspection, and similar problems about parts and equipment.
- ☞ **Create** report for progress of procurement and deliveries.
- ☞ **Provide** full inventory support and track all stock movements, simplifying reconciliation.
- ☞ **Reporting to** the Managing director with full details

PROCUREMENT AND LOGISTIC ASSISTANT / Export Coordinator

April 17 2007 to December -11

Agribusiness Development & Diversification Company

A project assisted by Asian Development Bank (ADB). The project activities carried out throughout Pakistan including special area FATA, FANA, and AJ&K. All relevant stakeholders like farmer trader researchers, extension worker, policy maker and expert of agricultural sectors are involved.

Responsibilities:

RESPONSIBILITIES

- ☞ Reported to Senior Operation Manager and managed the team of 20 employees
- ☞ Supervised all the aspects of warehouse operation using planning, monitoring and controlling processes.
- ☞ Worldwide purchase activity of agriculture products include seed and machinery
- ☞ Receive the BOQ from HQ to import the seed and machinery
- ☞ Maintained day to day inbound required for store with available warehouse capacity.
- ☞ cold storage for all
- ☞ Maintained issue of stores as per FIFO system and tracked and identified Batch No and Expiry date of the stored items.
- ☞ Managed and controlled distribution of products in different location on daily basis and maintain tracking records for easy identification.
- ☞ Responsible to plan, organize and manage all the outbound activities to run smooth operation.
- ☞ Emergency orders identified and executed on priority basis
- ☞ Managed smooth operation of supply chain to different locations.
- ☞ Accumulated different orders for execution at a time to save the cost at different stages of operations.
- ☞ Performed effective budget analysis every quarter for cost effective back end operations.
- ☞ Responsible to develop strategic plans for procedure and processes, operation and people management for executions.
- ☞ Maintained all the statutory documentations for import /export policy, rules/acts and regulations of local administration and customs which are required
- ☞ Receive the fruits and vegetable from the farmers, store in cold storage and check the proper packing and arrangement for export

ADMINISTRATOR - DISASTER MANAGEMENT

January 02, 2006 to April 16 2007

The United Nations Human Settlements Programme, UN-HABITAT, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.



Noted: October 8, 2005 has been recorded as a day of great gloom and destruction because of on this date the northern areas and the Azad Kashmir (My state) were shaken by a deadly earthquake. The tremor of 7.6 degrees on the rector scale



RESPONSIBILITIES

- ⇒ Develops and maintains a detailed project schedule which includes administrative tasks Provide support to PO social mobilization staff.
- ⇒ Monitor evaluate and report back on PO activities and progress.
- ⇒ Provide support and training for UN-HABITAT mobile teams including social mobilization and artisan staff.
- ⇒ Assist in the planning of direct implementation activities including support for in progress, remedial and model houses.
- ⇒ Assist in the planning of ERRA building inspection including coordination with community representatives.
- ⇒ Assist in the preparation of documentation and reports on ERRA building inspection.
- ⇒ Provide coordination support for ERRA grievance cases.
- ⇒ Identify emerging issues in housing reconstruction.
- ⇒ Assist in other initiatives promoting earthquake resistant techniques and practices, as determined by the UN-HABITAT team.
- ⇒ Assist Project Manager in managing teams of the female social Mobilizes in implementation of the Pakistan Earthquake Reconstruction Project.
- ⇒ Develop work plans and reports for identification of the complete damage houses.

ACCOUNTING SKILLS

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- ⇒ Use the Peachtree & tally software for all accounting transactions.
- ⇒ Responsible for updating Cash books
- ⇒ Good grip on all ERP and CRM system.
- ⇒ Prepare quotations, receipt & supply order etc.
- ⇒ Posting of all types of Vouchers related to Accounts i.e. CPV, CRV etc.
- ⇒ Prepare Vendor Payment. Monitor & Control of General Ledger System & Parties Payable System.
- ⇒ Preparing and monitoring bank reconciliation and bank position for day to day requirements
- ⇒ Responsible for the working of Monthly G.S.T Return. Receive and process all invoices, expense forms and requests for payment
- ⇒ To maintain and reconcile the Direct Debit mandates.
- ⇒ To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis. Strong Microsoft and Excel skills, Good organizational and administrative skills.
- ⇒ Excellent attention to detail, Purchase stationary and other relevant material

SEERA Internship Program (SIP)

(six month)

Internee: State earthquake Reconstruction and Rehabilitation Agency.

- ⇒ Working as an internee for Management Skills

Academic Qualifications

MBA (Finance)

(First Division)

UNIVERSITY OF AZAD JAMMU KASHMIR, MUZAFFARABAD

(UAE Embassy Attested)

Major Subjects:

**Cost Accounting, Managerial Accounting, Finance
Human Resource Management, Management,
Marketing etc.**

BSc (Bachelor Of Computer Science)

UNIVERSITY OF GURJAT. (UAE Embassy Attested)

Major Subjects:

Computer Science (Computer programming
Language Visual Basic, Database, C++ Compiler)+ **Double Maths**
Construction, Networking (LAN), Software installation)+ Double Math

ACHIEVEMENTS/CERTIFICATES

- ⇒ **ISO 9001:2008** Internal Audit Training -Institute of Quality Certifications and Services UAE.
- ⇒ **ISO 9001:2008**: Prepare Document, implement and get the ISO certification in 1st attempt.
- ⇒ **Export Procedures & Supply Chain Management**
- ⇒ **Agribusiness Management**
- ⇒ **WTO Regulations & International compliance**
- ⇒ **Professional IT Training Course (6 month) with Grade "A"**

**Personal Information :**

- ⇒ Visa Status : METECH EST. (Employment visa)
- ⇒ Date of Birth : April 04, 1987
- ⇒ Passport No. : A6839671
- ⇒ Marital Status : Married
- ⇒ Languages : English, Urdu, Hindi
- ⇒ Mobile # (UAE) : +971 0556962190
- ⇒ Driving License : Valid UAE Driving License

skills:

- ⇒ Ability to respond to inquiries and effectively present information to audience.
- ⇒ Proficiency in English written correspondence/technical report writing, and English verbal communication
- ⇒ Typing Speed: English: 65 words per minute

REFERENCES:

Certificates (attested from UAE embassy) as well as recommendation letters & references can be provided on request.