

# Azmat Raza Khan



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## HR/PURCHASING/WAREHOUSE MANAGER

### PAKISTAN

Fauji Fertilizer Company

Warehouse

Period : 2 Years

(1981 – 1983)

I served in computer section of a big warehouse of Fauji Fertilizer Company (Urea plant) as data controller. The 70,000 items was in a large warehouse of factory spare parts, stationery items, building materials and all other items. Warehouse system was fully computerized. The computer system was very modern. The items details should be feeding in computer as follows:-

1. Items details against item code issued in 10 digits as catalogue.
2. Manufactured country.
3. Vender Address
4. Lead time.
5. MRV (Material received voucher) should be posted to computer.
6. MIV (Material Issue Voucher) should be posted to computer.
7. All reports printed on monthly basis.
8. The purchase orders issued according to the vender lead time on minimum stock indication by computer.

### MY Roll

My roll was very important in this system. I was monitoring the data posted to computer as follows:-

1. Checking of items code posted to computer should be correctly issued.
2. Checking of items details posted to computer.
3. Checking of MRV (Material Receive Voucher) originally with computer printout.
4. Checking of MIV (Material Issue voucher) originally with computer printout
5. Checking of purchase orders issued by computer as low stock items and forwarded to the purchasing section for issuing purchase order with vender addresses.
6. Providing computer printout to all section for stock taking on monthly and yearly basis

**BAHRAIN**  
**Ministry of The Interior**  
**Purchasing Unit**  
**Position : 2<sup>nd</sup> Incharge**  
**Period : 8 Years**  
**(1983 – 1991)**

Dealing with local and foreign purchase of whole Ministry's demands, as hardware, building material, ration items, stationery items, office equipment's, staff uniform, supermarket items, spare parts of all types of vehicles and medical items. I designed complete office system of purchasing unit when it started. I was responsible for following matters:-

1. Receiving demands from all departments.
2. Making sure about items quality as asking for samples.
3. Asking for quotations/Tenders from local & foreign suppliers.
4. Receiving quotations and making sure that price is quoted for same quality of our demanded materials.
5. Making decision with in-charge for finalize orders to which supplier is cheap and materials is good quality.
6. Making local purchase order (LPO) to suppliers.
7. Opening of LC. (Letter of Credit) for foreign purchase if items are not available in local market.
8. Receiving material from suppliers and issuing to the concern department.
9. Receiving Invoice.
10. Checking Invoices total amount, delivery note and forward to the Finance Division for Payment.
11. Receiving and issuing the materials to all departments.
12. Responsible of yearly audit reports for purchasing.
13. Preparing of budget for whole Ministry purchasing.

**HR Directorate**  
**Position : Administrator**  
**Period : 4 Years**  
**(1991 – 1995)**

This department is dealing with personal affairs of about 25,000 employees of the ministry. I designed modern computer office system of leave, Employment, Re-entry visa, Employment visa and all other personnel affairs. My responsibilities were as follows:-

- Receiving of application for recruitment new staff.
- Short listing of candidates and forward to HR director for interviews.
- Preparing necessary documents after recruitment of new staff of ministry.
- Receiving Mails from all about 60 departments of Ministry.
- After checking letters forward to the concern clerk for action.
- Making sure that action is taken as right position.
- Forwarding documents to director for signature.
- After director signature taking appropriate action to return documents to concern department.
- Preparing of salaries records of ministry personnel and forwarded to Finance department for transfer to the bank.
- Dealing with airlines for air passages of foreigner employees.

**Central Stores**  
**Position : Administrator**  
**Period : 18 years**  
**(1995 - 2013)**

I served in big warehouse as administrator I was responsible for overall operation of big warehouse of different section. There was following sections in our store

- a. Staff uniforms of 30 thousand ministry personnel's
- b. Building material
- c. Electrical Material
- d. Stationery items
- e. Plumbing Material
- f. Expendable items

**Real Estate Company**  
**Position : Operation Manager**  
**Period : 7 Yeaars**  
**(2013 – 2021)**

I served as Operation manager of a big real estate company in Bahrain. We was dealing with all types of properties including 5 stars hotels , shopping and big towers buying/selling and renting. As operation manager I was responsible for the sale and marketing staff performance and all other matters of the company.

I was responsible for the valuation of the client property as per market rate. I was dealing with big business project planning in real estate and construction for our clients.