

ZEESHAN HUSSAIN



PERSONAL PROFILE

Father's Name:
Muhammad Bashir

Date of Birth :
08-09-1991


Nationality :
Pakistani

Visa Status:
Employment

Notice Period:
15 Days

Marital Status:
Single

**Permanent / Postal
Address :**
Umm Al Quwain
(UAE)

 **+971 52 1816388**



**Zeeshanhussainbha
tti91@gmail.com**

Career Objective :

I have done B.com from Karachi University. I am passionate about this field. I have experience about research papers. I am an enthusiastic and reliable person with good interpersonal and communication skills. I see myself as a confident and hardworking individual who is able to work as part of a team and on my own initiative. My aim in life is to be the part of a well reputed Organization where I can impart my knowledge, enhance my skills, and groom my capabilities to Excel in the industry.

Experience:

- **"Al Neefa Contracting Co L.L.C" Umm Al Quwain (UAE)**

Position Held: Procurement Executive.
Time Period: 2 May 2021 to Continue.



- **"City Building Contracting Company L.L.C" Umm Al Quwain (UAE)**

Position Held: Procurement Executive.
Time Period: 19 July 2019 to 30 April 2021



- **"Al Neefa Contracting Co L.L.C" Umm Al Quwain (UAE)**

Position Held: Procurement Executive.
Time Period: 12 December 2014 to 30 June 2019



Academic Records :

B. Com-
University of Karachi (2011 - 2013)

Intermediate-
Bise Rawalpindi (2007 – 2009)

Matric-
Bise Rawalpindi (2005 – 2007)

Professional Work Experience in City Building

1. Monitor and preparing purchase order (ERP System and Manual PO)
2. Making sure that purchased material must be arrived on time.
3. Strong accomplished purchase experience in engineering and industrial products.
4. Negotiate purchases to ensure lowest cost consistent with company standards for quality products.
5. Maintaining vendor's ledger on monthly basis
6. Negotiated price and terms with suppliers.
7. Preparing the comparative chart for each material
8. Finalizing the rate and quantity with G.M
9. Ensured that all purchase operations were performed in accordance with company policies and procedures.
10. Maintain goodwill with local market supplier as for as PR concern.
11. In case of material rejection registering the complaint with vendor and to ensure that the correct material is arranged on time
12. Good knowledge regarding material prices and keep record updated.
13. Submit weekly purchase reports to the management.
14. Finding ways to obtain the best discounts from suppliers.
15. Keeping purchase price records accurate and up to date
16. Enhance the reputation of the company.
17. Mange company fleet services and insurance record
18. Identifying opportunities for cost improvements.
19. Reconcile supplier balances and make sure their payments on timely basis.
20. Perform filing and general administrative tasks.
21. Supplier's resources and bargaining material prices preparation and proposals
22. Reconcile the supplier's balances and post-Tax invoice in software.
23. Maintain inventory details and monthly stock ticking.
24. Perform some duties of accounts related works.

- 25. Handling petty cash and petty cash reconciliation.
- 26. Experienced HR, and admin works.

Professional Work Experience in Al Neefa Contracting Co

- 1. Received Requisition from engineer and supervisor on daily basis, sent that requisition to main store for check the inventory.
- 2. Preparing the comparative chart for each material and negotiated price and terms with suppliers.
- 3. Follow up the delivery and make sure delivery must be on time.
- 4. Finalizing the rate and vendor with Purchase Manager.
- 5. Make sure all procurement according to the company policy.
- 6. Identifying opportunities for the cost improvement and enhance the company reputation.
- 7. Good knowledge about the material like (Hardware, Electrical, Plumbing, Fire Fighting).
- 8. Submit the weekly and quarterly purchase report to Finance Manager.
- 9. Reconcile the supplier's balances and make sure their payment on timely basis.
- 10. Negotiate purchases to ensure lowest cost consistent with company standards for quality products.
- 11. Maintain the human resource system record and complies from the data base.
- 12. Provide advice and guidance to manager about HR and related issues.
- 13. Employee physical document (EID, insurance card, smart pay card etc....) follow up with PRO after received keep in record and distributed to employee.
- 14. Preparing transmitting and monitor all needed formalities for new employee as well as renewals.
- 15. Daily checking the new arrival schedule and making airport pickup, bereavement, maternity, paternity, flexible working request timesheets, etc. daily basis.
- 16. Managing payroll and transferring all the salaries through WPS.
- 17. Developing and administering HR strategies to improve working environment.
- 18. After receiving the material take invoices and update in system.
- 19. Experienced in main construction store supervision.
- 20. Experience all HR and Admin works.
- 21. Dealing with Electrical, Plumbing and Hardware material.
- 22. Handling Transport and assigned the duties.

Computer Skills:

- 1. Microsoft office
- 2. Microsoft excel, PowerPoint, Word.
- 3. Sage50
- 4. Focus 6 &8

COMMUNICATION & INTERPERSONAL SKILLS:

- 1. Outstanding command over verbal and non-verbal communicative & interpersonal skills.
- 2. Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- 3. Confidently able to work independently or in a team to deal effectively with educators & employees.
- 4. Flair to organize & prioritize tasks to meet deadlines.
- 5. Ability to manage multiple projects with minimal supervision.
- 6. Have a good level command over English and Urdu Languages.

Hobbies:

- 1. Playing Cricket.
- 2. Playing Football.
- 3. Watching Movies.
- 4. Browsing Internet.

References: I hereby declare that the above all furnished and true and correct to the best of my knowledge and behalf.