

EJAZ UL HAQ

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UAE Driving License/ Arabic Speaking.

OBJECTIVE

My primary objective as a Purchase / Procurement Officer is to ascertain that all purchase requests are promptly managed so as not to halt the company's daily operations. I will make sure that suppliers and bidders go through the bidding procedures before the procurement process. As a Purchase Officer, I have to abide with all the governing laws and regulations related to purchasing. I am very familiar with all the policies and procedures involved in the requisition, procurement, quotation requests, invoicing and delivery of the products. I have a wide knowledge in inventory control, good understanding of financial and accounting principles. With this said, I am confident that I will achieve my objective.

PROFESSIONAL SKILLS

- ✓ Highly experienced in managing purchase orders.
- ✓ Good knowledge of inventory control process.
- ✓ Exceptional knowledge of purchasing techniques and tools.
- ✓ Familiarity with ERP systems.
- ✓ Ability to manage and maintain good relationships with vendors.
- ✓ Ability to determine type and quantity of Purchasing needed.

COURSES/SOFTWARE

- ✓ MS Office
- ✓ Windows, Internet, Email
- ✓ Oracle, ERP
- ✓ BLS / AED Safety Course
- ✓ Parts Comparison (FAMCO)

EXPERIENCE

PROCUREMENT & PURCHASE OFFICER

BIN HAFEEZ GEN. CONT. LLC UAE

01/10/2020 to 17/03/2022

- ✓ Reviewed and approved purchase orders before ordering goods.
- ✓ Processed purchasing requests and maintained purchasing logs.
- ✓ Contacted vendors to obtain price quotes and performed negotiations.
- ✓ Ensured that all purchase operations were performed in accordance with company policies and procedures.
- ✓ Followed-up on delivery schedules, payment delays, and invoice queries.
- ✓ Managed deliver schedules and status of goods.

PROCUREMENT & PURCHASE OFFICER (MECH. SEC.)

BIN HAFEEZ GEN. CONT. LLC UAE

26/08/2013 to 05/10/2017

- ✓ Reviewed and approved purchase orders before ordering goods.
- ✓ Processed purchasing requests and maintained purchasing logs.
- ✓ Contacted vendors to obtain price quotes and performed negotiations.
- ✓ Ensured that all purchase operations were performed in accordance with company policies and procedures.
- ✓ Followed-up on delivery schedules, payment delays, and invoice queries.
- ✓ Managed deliver schedules and status of goods.

SR. OFFICER (MATERIALS)

PAKISTAN OILFIELDS LTD PAKISTAN

01/07/2003 to 07/08/2013

- ✓ Inventory stock evaluation on monthly basis to maintain sufficient inventory levels in stock to meet the requirement.
- ✓ Indenting of material for local and overseas items through ERP (Enterprise Resource Planning) inventory management system.
- ✓ Preparing comparative statements of quotations for evaluations.
- ✓ Preparing Purchase supply order (LPO/PSO) for procurement.
- ✓ Review requisition orders in order to verify accuracy, terminology, and specifications.

EDUCATION

INTERMEDIATED/YEAR-2000

Govt. Degree College Satellite Town Rawalpindi Pakistan
Mass Communication, Education

HEALTH STATUS

COVID-19 Vaccinated