



# Owais Shan Hassan

## Procurement Executive

owaishassan92@gmail.com

0588584094

Dubai, United Arab Emirates

linkedin.com/in/owais-hassan-0896ba4a

Proven ability to utilize inspiring leadership, personal drive, creative vision, and analytical skill to yield successful delivery of both team and individual goals, actively contributing to organizational growth.

## WORK EXPERIENCE

### Procurement & Executive Assistant REHAB FOR COOLING

01/2019 - 10/2021

Karachi, Pakistan

Trading Company in Pakistan

#### Achievements/Tasks

- Diary Management including arranging internal and external meetings
- Manage the CEO's emails and LinkedIn mailbox.
- Order receipt and registration in ERP system of orders.
- Coordinate order and item list with drawing department, warehouse and workshop.
- Continuous follow up on orders.
- Negotiate pricing and supply contracts and provide best rates with detailed summary to Senior Management.
- Maintain purchase records, list of suppliers and other critical data with high level of accuracy and attention to details.

Contact : Mr. Ahmed - +9221-36370693

### Admin Executive MODERN INSTITUTE OF TECHNOLOGY

08/2015 - 02/2018

Karachi, Pakistan

Education Service providers in Pakistan

#### Achievements/Tasks

- Processing contracts, notes and other financial documents.
- Raising purchase orders and chasing outstanding accounts payables.
- Screening Calls and Managing appointments/meetings for Managers.
- Compile and prepare reports, presentations and correspondence.
- Liaising with staff, suppliers and clients.
- Maintain database.

Contact : Mr. Farjad - +92335 3457127

## EDUCATION

### MBA(Marketing & Management) Mohammad Ali Jinnah University

06/2015 - 04/2018

Karachi, Pakistan

### BBA Mohammad Ali Jinnah University

01/2010 - 04/2015

Karachi, Pakistan

## SKILLS

Team Management SAP  
Material Management Decision Making  
Customer Service Team building  
Work in bilingual environment  
Conflict Management Problem solving  
Critical thinking Invoice Processing  
Training and Development Employee training  
Office Administration Inventory Control  
Logistics Management Advanced Excel  
Oracle ERP Negotiation Skills  
Warehouse Operations Operations Management  
Customer Relationship Management  
Team Management Inventory Management  
Data Analysis Purchase Forecasting  
Learning Ability Accountability

## FINAL YEAR PROJECT

Final Research Project (FRP) Effect of Brand on Customer intention towards Private Label Brands" A study of Imtiaz Super Market, Karachi, Pakistan.

## LANGUAGES

English  
Full Professional Proficiency

Urdu  
Full Professional Proficiency

Arabic  
Full Professional Proficiency

## INTERESTS

Book reading Playing guitar Music