

Maimuna Khan

Position: **Procurement Assistant | Sales Coordinator | Project Coordinator**

Experience: **6 Years**

Educational Qualifications: **Bachelors in Information Technology**

Mobile: **+971 58 2555 960**

Current Location: **Sharjah, UAE**

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Availability: **Immediately**

Available

Summary of Career

- Presenting **6 years of diversified experience**, within various industries environments, including **Software, Machinery, Lighting & Construction Companies**.
- Having experience of **Sales Coordinator | Project Coordinator | Procurement Assistance | Document Controller**.
- Having experience of producing all type of detailed reports.
- Handling whole cycle from of buying, handling & coordinating.
- Dealing & making good relationships with suppliers
- I have added my short time experiences also.
- Proficient in the use of MS Excel, MS Word, MS PowerPoint, Zoho and Quick books.

Major Roles in Various Organizations

- Purchasing Assistance & Document Controller in **Groundup Construction & Building Maintenance LLC,UAE**
- Purchasing Assistant in **Istanbul Lighting, UAE**
- Internee (Freelancer) **MSM Online Sewing Machines, UAE**
- Logistics in **Opet Lubricant, Pakistan**
- Project Coordinator in **Emeriosoft Software House, Pakistan**
- Project Coordinator in **Geeksroot Software House, Pakistan**
- Internee **Pakistan Telecommunication Company Limited, Pakistan**

Educational Qualifications

- Bachelors in Information Technology, Pakistan - 2016

Computer Skills/ Software Skills

- MS Office
- HTML
- CSS
- Bootstrap
- Magento
- Document Handling
- Report Making
- Zoho

Employment Records

GroundUp Cons.& Build Maint : **Dubai | UAE**
Job position : **Procurement Assistance & Document Controller**

Provided following services to various clients:

- Responsible for submitting and receiving the documents.
- Responsible for making submittals for all drawings.
- Keeping log of all the drawings, letters, and projects.
- Keeping all the documents updated accordingly.
- Responsible to have to record all the submitted and receiving documents.
- Keeping all records in hard and soft copy.
- Ordering supplies according to site engineering requirements.
- Make sure for the fast delivery from the supplier.
- Raising inquiries.
- Getting Quotations.
- Making LPO & LWO after Manager Approvals.

Istanbul Lighting : **Dubai | UAE**
Job position : **Procurement Assistance cum Sales Coordinator**

Provided following services to various clients:

- Making sales order according to our salesperson requirement.
- Purchase supply of products/materials.
- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiate with external vendors to secure advantageous terms.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Track and record orders
- Manage supply base.
- Recommend new processes or systems for improvement; implement new ideas and strategies.
- Organize and schedule procurements in a timely manner.

MSM Online Sewing Machines: **Sharjah | UAE**
Job position : **Internee (Freelancer)**

As an **Internee (Freelancer)** my duties & responsibilities were as follows:

- Data uploading
- Data management
- Indexing
- Administrating task related to back end.
- Data updating from backend via magento.

Opet Lubricants : **Pakistan**
Job position : **Logistics**

As a **Logistics** my duties & responsibilities were as follows:

- Import oil from Turkey to Pakistan.
- Provides financial information to management by researching and analyzing accounting data, preparing reports.
- Handles the details of import documents.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Purposing quotations to customers
- Enter all the products data.
- Keep financial information confidential.

Emeriosoft Software House : **Karachi | Pakistan**
Job position : **Project Coordinator**

As a **Project Coordinator** my duties & responsibilities were as follows:

- Identify & establish contact with clients in the IT industry.
- Maintaining & monitoring project plans, project schedule.
- Act as a liaison between client & developer.
- Managed end to end order delivery.
- Collaborate with team to determine project timeline.
- Supervise them for achieving the targeted projects.
- Supervise them to deal them in a very professional way.
- Solve all the ambiguities between client & developers.
- Meet the deadline.

Geeksroot Software House : **Karachi | Pakistan**
Job position : **Project Coordinator**

As a **Project Coordinator** my duties & responsibilities were as follows:

- To ensure that all the projects are working well & organized.
- Maintains the work structure by updating about given project.
- Before delivering the project make sure that project has been done according to the client's requirements
- Enforcing management guidelines by preparing, updating about the project
- Conducting weekly survey
- Maintaining affirmative action programs
- Maintaining department records & reports
- Participating in administrative staff meetings

Pakistan Telecommunication Company Limited : Pakistan
Job position : Internee

As an **Internee** my duties & responsibilities were as follows:

- Maintaining the links
- Fixed all the networks.
- All lines must work properly.
- Prompt action on every complain.
- Services must be satisfied.

Personal Details

- Date of Birth : Jan 24, 1992
- Gender : Female
- Religion : Islam
- Nationality : Pakistani
- Marital Status : Single
- Languages Known : English, Urdu.