

Resume

Syed Hasan Mustafa

+92435-3170451

hasanmustafa.scm@outlook.com

www.linkedin.com/in/hasanmustafa-scm

Location: Karachi Pakistan

TECHNICAL SKILLS

- Strategic Procurement
- Rate Comparison
- Counter Sourcing
- Documentation Process
- Negotiation Strategies
- Material Handling
- Material Resource Planning
- Strong Order Follow up
- Material Research
- Vendor Hunting
- Data Management
- Material Management
- Vendor Management
- Summarized Reporting

COMPUTER SKILLS

- HIMS
- Oracle, ERP
- Inventory Controlling System
- Microsoft Windows
- Microsoft Office
- Outlook
- Firefox
- Typing 40 wpm

PROFESSIONAL SKILLS

- Self Motivated & Dedicated
- Good Interpersonal Skills
- Communication Skills
- Learning Skills
- Personal Development
- Team Player
- Punctual
- Hard Working
- Passionate with Profession
- Result Oriented
- Time Management
- Safety Awareness
- Problem-Solving

LANGUAGES:

- English
- Urdu
- Hindi

SUMMARY:

I am a Supply Chain Professional having experience in procurement and warehouse management and my Education is Graduation.

I specialize in sourcing a range of materials, from Medicines, Surgical to Raw Materials, within industries like Health Care and Garment Textiles. I thrive on embracing new challenges and excel in permanent, project-based and contractual roles.

OBJECTIVES:

I'm seeking a permanent role in Gulf where I can leverage my extensive supply chain expertise. I'm excited to contribute my skills and experience to an organization for the next 5 to 10 years, fostering growth and innovation

EXPERIENCES:

- Worked as a Admin & Procurement Manager at Karachi Laboratory Diagnostic Centre (Jan 26, 2022, to May 31, 2022 Project Based).
- Worked as a Procurement Executive at Hashmani's Group of Hospitals (Oct 26, 2020, to Jan 25, 2022 Permanent).
- Worked as a Purchase Officer at Nadeem Textile Ltd (Feb 04, 2019, to June 15, 2020 Permanent).
- Worked as a Supply Chain Officer at Artistic Milliners Pvt Ltd (Oct 26, 2010, to May 05, 2018 Permanent).



CERTIFICATIONS

Short Course of Strategic Management
UNDP - United Nation Development
Program
3 Days - 2017

Short Course of Hardware / Networking
Consulnet Corporation
6 Weeks - 2003

Short Course of English Language
Shaheen English Language Center
8 Months - 2002

Short Course of MS Windows / MS Office
Dot Com Institute
3 Months - 2001



EDUCATION

Shah Abdul Latif University
B.A - Bachelor in Arts
2nd Division
2013 - 2014

Govt. Higher Secondary
HSC- Intermediate in Arts
3rd Division
2011 - 2012

R.C.W High School
SSC - Metric in Science
"C" Grade
1998 - 1999

Thanks for giving me your precious time