



Imtiaz Hussain

Office Assistant & Management



PROFILE SUMMARY

Highly organized and detail-oriented Office Assistant & Management Professional with over 12 years of experience in administrative support, procurement coordination, and office operations. Adept at streamlining workflows, managing documentation, and optimizing purchasing processes to enhance efficiency and cost-effectiveness. Skilled in inventory control, vendor negotiations, and data management, ensuring smooth business operations. Proficient in ERP systems, Microsoft Office Suite, and database management, with a strong ability to handle multiple tasks in fast-paced environments. A proactive problem-solver with excellent communication and organizational skills, dedicated to maintaining operational excellence.



WORK EXPERIENCE

Aqua World (Water Technologies), Multan, Pakistan

Position: Office Assistant & Management

Duration: May 2023 – Dec 2024

Responsibilities & Duties:

- Oversee daily office operations, ensuring smooth administrative and managerial functions.
- Manage data entry, record-keeping, and document organization for efficient workflow.
- Coordinate with vendors and suppliers to facilitate procurement and inventory management.
- Assist in budget planning and expense tracking to optimize financial efficiency.
- Maintain and update office policies and procedures for improved compliance and productivity.
- Prepare detailed reports, presentations, and official correspondence as required.
- Support senior management in scheduling meetings, handling inquiries, and organizing events.
- Handle confidential information with professionalism and discretion.
- Ensure timely processing of invoices, payments, and financial documentation.
- Manage office supplies and equipment, ensuring availability and proper maintenance.
- Implement digital tools and software to streamline office tasks and improve efficiency.
- Assist HR with recruitment, onboarding, and maintaining employee records.

Hafeez Ghee & General Mills Pvt Limited, Multan, Pakistan

Position: Purchase Officer

Duration: September 2011 – April 2023

Responsibilities & Duties:

- Researched potential vendors and analyzed supplier offerings to optimize procurement.
- Negotiated contract terms and pricing, securing cost-effective agreements.
- Managed inventory levels, ensuring timely procurement to avoid shortages.

Contact



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Sharjah, United Arab Emirates



LinkedIn
<https://www.linkedin.com/in/purchase-194b47169>

Personal Info

Passport Number: UM6900432

Visa Status: Visit Visa

Education

Higher Secondary School Certificate

- Punjab Board of Technical Education Lahore
- Session: 2010 – 2011

Secondary School Certificate

- Board of Intermediate and Secondary Education Multan
- Session: 2008 – 2009

Certification

Diploma in IT Office (MCPIT)

- Master Minds of computer
- Session: March 2019 – September 2019

Diploma of Receptionist

- Punjab Board of Technical Education Lahore
- Session: Oct 2023 – March 2024

Key Achievements

- **Negotiated Supplier Contracts** – Secured cost-saving deals, optimizing the procurement budget.
- **Implemented Demand Forecasting** – Improved inventory management, reducing stock shortages.
- **Effective Stakeholder Presentations** – Delivered impactful presentations for strategic procurement decisions.

Professional Skills

Procurement	<div><div></div></div>
Inventory Control	<div><div></div></div>
Office Management	<div><div></div></div>
ERP Systems	<div><div></div></div>
Negotiation	<div><div></div></div>
Budgeting	<div><div></div></div>
Data Analysis	<div><div></div></div>
Communication	<div><div></div></div>
Workflow Optimization	<div><div></div></div>
Team Coordination	<div><div></div></div>
Compliance	<div><div></div></div>
Microsoft Office	<div><div></div></div>

- Maintained accurate records of purchases, deliveries, and invoices for audit compliance.
- Developed procurement strategies that improved efficiency and reduced costs.
- Monitored supplier performance to ensure quality standards and timely deliveries.
- Coordinated with internal departments to align purchasing with operational needs.
- Conducted cost analysis and prepared reports to support decision-making.
- Strengthened supplier relationships to ensure long-term collaboration and reliability.
- Ensured adherence to company policies and procurement regulations.
- Assisted in implementing ERP systems for automated procurement processes.
- Managed multiple supplier accounts, tracking payments and order fulfillment.

Technical Skills

- **ERP Software** (SAP, Oracle, Microsoft Dynamics)
- **Microsoft Office Suite** (Excel, Word, PowerPoint)
- **Database Management & Data Entry**

Hobbies & Interests

- Team Collaboration & Problem-Solving
- Computer Work & Data Analysis
- Technical & Business Writing

Languages Proficiency

- **English** – Proficient
- **Urdu** – Native

References

- References will be provided on demands.