



## HAFIZ MUHAMMAD IQRAR

(Immediately available)

### 5 years Professional experience

in Procurement, HRM, Admin, SCM & Coordination

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Visa Status **Visit visa valid till 28<sup>th</sup> May, 2020 in UAE**

Nationality **Pakistani**

Languages **English, Urdu, Hindi**

DOB **23<sup>rd</sup> May, 1984**

Marital Status **Unmarried**

Qualification **MBA (HRM) with UAE labor Law knowledge**

with 3.85/4 CGPA

from Muhammad Ali Jinnah University (MAJU) Karachi

**Objective** is to get a challenging job in a leading company for a dynamic position whereby I can enhance my career & skills to make the knack I possess contribute towards betterment of the organization & become a source to increase the bottom line of the employer.

### Area of Expertise

- ✓ Procurement
- ✓ Human Resource Management
- ✓ Administration
- ✓ Supply chain Management
- ✓ Coordination
- ✓ Fleet Management & Logistics
- ✓ Documents Handling
- ✓ Employee relations
- ✓ Customer & supplier's Management

### Professional Skills

- ✓ Excellent written Communication
- ✓ Good verbal Communication
- ✓ MS Office (Outlook, Excel (Excel formulae like Pivot table etc.) ,word & PowerPoint ) with ample typing speed

- ✓ Interpersonal Skills/Team Work
- ✓ Negotiation & Persuasion skills
- ✓ Multitasking
- ✓ Time Management
- ✓ Ability to work under pressure
- ✓ Quick adaptability & learning
- ✓ Office Automation
- ✓ Proactive approach

## WORK HISTORY

### Jr. Executive (Procurement/Coordination/Logistics)

Pakistan Atomic Energy Commission, Pakistan (2016-2019)

- ✓ Managing whole process of procurement i.e. **PROCURE TO PAY (P2P) CYCLE** by carrying out all the relevant activities in written and practically
- ✓ **Material Requisition /Indent handling** & processing in accordance with the indents raised by different sections
- ✓ Enquiry issuance /bid calling or inviting quotations (**RFQ**) .
- ✓ **Negotiating with the suppliers** regarding rebate /discount, validity of offer, delivery period & payment mode etc.
- ✓ Preparing Comparative Statements (**CST**) of the received quotations
- ✓ Preparing purchase proposal / draft (**DFA**)
- ✓ Getting approved the proposal by the competent authorities
- ✓ Complying all the pre-requisite requirement of purchase case
- ✓ Collection of **earnest money/ bid validity**
- ✓ Setting terms & conditions quoted by suppliers/vendors
- ✓ Issuance of **Supply/purchase order (PO)** with mutually agreed terms & conditions
- ✓ Getting supply within due course of time
- ✓ **Coordinating with suppliers and internal stakeholders**
- ✓ Arranging and managing transportation & logistics for purchased store (having sufficient knowledge about international trading and its relevant aspects like LC, B/L, Inco-terms i.e. EXW,FAS,FOB, CFR, CIF,CPT, CIP, FOR shipping documents , Ocean & Air Freight, warehouse services, inland transportation & Transportation to destination etc.
- ✓ **Liaising with warehouse and other sections of the organization** in order to update about purchase status
- ✓ Liaising with intra-office line management in order to resolving their procurement related queries
- ✓ **Charging liquidated charges** if supply is found late
- ✓ **Collection of invoices, Bill processing,**

- ✓ Preparing **SD Notes** for onward processing to warehouse for getting store receipt voucher
- ✓ Getting prepared **(SRVs)/Goods Receipt Advice (GRA)** from store in order to process this for payment purpose to the vendors,
- ✓ Getting approved by Local competent authority the final payment via concurrence duly pre-audit by LAO followed by approval & expenditure sanction in case of credit purchase by the final competent authority,
- ✓ Getting released the earnest money, security bid deposited with quotation submission by the supplier
- ✓ Having all types of negotiations with suppliers and resolving queries of the supplier in written and orally over telephone
- ✓ To maintain Case position of the initiated, ongoing and matured cases in a sequence for quick access to prepare committed liabilities in order to help budget preparation for coming financial years
- ✓ Reporting & E-Filing of all above processes in a presentable written format to update the authorities for decision making
- ✓ Managing operational & Development budget in coordination & collaboration with the Finance team

### **HR & Admin Assistant (HRM & Administration)**

Pakistan Atomic Energy Commission, Pakistan (2014-2016)

- ✓ Carrying out day to day activities relating to HR operations
- ✓ **Coordinating with internal as well as external stakeholders** and attending their queries accordingly in personal or over telephone/email
- ✓ **Assisting in Conduction of Recruitment & Selection process**
- ✓ Getting interviewed the potential shortlisted candidates thus finalizing the staffing process
- ✓ **Preparing & Issuing offer/ Appointment letters,**
- ✓ Carrying out the **Joining formalities, collection of credentials,** Medical examination, service card issuance
- ✓ **Pay roll / Muster Roll Preparation** to the contingent or daily paid workers or employees
- ✓ Preparing & Managing personal Files ,
- ✓ **HR Data updating / reporting** and maintenance
- ✓ **Notification of Pay fixation & Annual Increment**
- ✓ **Orientation and on-boarding** of the new employees ,
- ✓ Preparing Correspondences of Training (both on job and off job ) & Development ( for Succession Planning)
- ✓ Personnel matters (**Housing, Medical facility, Overtime ,Attendance, Traveling for official tours,**)
- ✓ Leave Management (**LFP, LHP, CL, Medical Leaves,** Accumulative leave, recreation leaves & pilgrimage leaves etc.
- ✓ Performance evaluation maintaining **ACRs, PERs or Appraisals, Service Books** etc.
- ✓ **Job analysis ( JD, JS)** with the help of Line Managers,
- ✓ Managing Compensation following JA(JD+JS) and on superannuation
- ✓ Promotions on the basis of as per prescribed service structure
- ✓ Managing internal & external transfers and postings
- ✓ **Employee relations , worker welfare cases , GPF, EWF, FEBF** etc
- ✓ **Disciplinary proceedings** (Call up Notices, Warning letters, Explanation calls , Salary stoppages, Fine imposition etc.) following minutes of meetings prepared on the basis of remarks made by the disciplinary committee
- ✓ **Grievance Handling** of the staff and conflict Management
- ✓ Hiring & firing on basis of disciplinary offense, exit formalities etc.
- ✓ **Fleet Management,** handling Drivers , Duty Slips , Movement Register and Log Books etc.
- ✓ Carrying out the **payment of utility bills** of the office and residence and accommodation under use of the officials
- ✓ **Patty cash handling,** reimbursement & recoupment of advance drawn by officials
- ✓ Managing day to operations by coordinating with different section

### **Professional summary**

I am a self motivated , strong believer of fairness in dealings, self made individual with strong academic background looking for an opportunity to join a leading organization for a momentous position whereby I can enhance my career & skills to make the knack I possess contribute towards betterment of the organization & become a source to increase the bottom line of the employer.