

Bilal Qureshi

Address: Al Makhtoom Road Deira, Dubai UAE

Mobile Number: 00971 55 868 3813

Home Country: 0092 3170061190 (Pakistan)

Email Address: bqureshi86@gmail.com



Procurement | Supply Chain | Logistic Management

A well organize professional with over eight years of procurement, supply chain, logistics management and audit experience seeking for most suitable post that provides further professional growth and be part of a highly competent and skilled professionals.

Area of Responsibilities:

- Interfaces with Product Line Planning Manager to plan and prioritize purchasing activities
- Purchase all kinds of construction materials and inventory controlling of store.
- Supervision of store staff and inventory management.
- Controlling purchasing cycle and inventory management cycle.
- Maintain document and inventory management software.
- Leads finance and logistics staff in resolving reception and invoice discrepancies.
- Finalize invoice for taking approval so submit in accounts department
- Inventory control
- Identifies opportunity and implement actions to achieve efficiency
- Contribute to consolidation, reduction and rationalization of the local supplier base.
- Roll monitoring
- Ensure No Stock out situation
- Interaction with agent
- Consumption monitoring
- Generate and prepares report and shipment status
- Arrange event for the company
- Finding new supplier from the internet and creating a good business relation
- Arrange and claim insurance for the company vehicle and project
- Arrange all kinds of sub-contractor

Skills and Capabilities:

- Good Communication and counselling
- Good interpersonal and leadership
- Analytical Capability
- Negotiation Skills
- Vendor Development
- MIS to SCM
- Cost Reduction Strategies
- Highly organized, analytical and decision making abilities
- Having good knowledge of computer and ERP system
- Certification for ISO 9001:2008
- Knows Oracle and Microsoft Dynamics AX software

Coordination and Management:

- Evaluating and examining policies and procedures and system in place and proper working

- Analyzing operational and management process and system control effectiveness and efficiency in view to improve them propose value added recommendations.

Professional Experience:

WJ Middle East Dubai Branch | Senior Procurement Officer (March 2019 - Present)
Leading Dewatering Company in Dewatering and water management Company in UAE.

Atlas Foundation Co. L.L.C. Dubai UAE | Procurement Officer (March 2012 - Feb. 2019)
Leading foundation Company in Pilling, Shoring, Soil Improvement, Micro pile and Dewatering Company in UAE.

Sooty Enterprises (Pvt) Ltd, Pakistan | Audit Executive (January 2008 - Feb. 2012)
Leading manufacturing denim fabric in textile and garment industry in Pakistan.

Educational Qualification and Professional Certificates:

Graduated Bachelor of Commerce University of Sindh	2014
Certified International Supply Chain Professional (CISCP) Blue Ocean Training & Consultancy (World Wide Recognized)	2015
Certification for ISO 9001:2008 BAS (Bureau of Assessment Services)	2014
Diploma of Associate Engineer - DAE (Chemical) Habib College of Technical Institute, Nawabshah, Sindh, Pakistan	2004
Diploma in Computer Science (D.C.S.)	2000

Personal Information:

Language Spoken	English & Urdu
Pakistan National with Passport No.	DW4912391
With Valid UAE Driving License	2083886
CNIC	45402-4909239-9
Visa Status	Employment Visa
Date of Birth	April 20, 1986

References:

Available upon request

Dear Ma'am/ Sir,

With a passionate longing to expand the scope of my knowledge and enhance the fundamentals to my proficiency as to my chose filed, along with my lengthy years of education and significant work practices, I am applying for any position of which I am most qualified.

I am Bilal Qureshi, with over 8 years of working experience here in Dubai, UAE highly trainable, fast learner and can acclimatize we to the changes and pressure in the work place. I can work well with diverse group of people and I am willing to undergo any possible training that the position may require.

The highlights of my educational background, training and professional experiences are seen in my qualification summary attached herewith. Should my application be considered I am most willing to come for an interview in your convenient time. I can be reach through these numbers 00971 55 868 3813.

My hopes are high that you will deem me as one of your most aspiring applicant.

I will be waiting for a favorable response from your end.

Very truly yours,

Bilal Qureshi
Enclosed CV