



ABDULLAH TARIQ

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OBJECTIVES: I am a hardworking & enthusiastic individual seeking to work in a competitive & result oriented environment, which would help me to utilize & develop my skills to the maximum. I am positive that I can very well fulfill the responsibilities assigned to me. The experience which I gained at this starting level will boost my skills & enhance my abilities to achieve highest targets with professionalism.

RELEVANT WORK EXPERIENCES:

1. **NAYYER MALLS (PVT) LTD. – GUJRAT - PAKISTAN**
NAYYER CARPET – PVC FACTORY – GUJRAT - PAKISTAN
(JANUARY. 19' – AUGUST. 21')

Administration/Stock Inventory/Accounts

Job Responsibilities includes (but not limited to):

- Managing complete Office & Administrative work in an effective and professional manner.
- Receiving Goods from different suppliers and managing their Ledgers/Accounts accordingly.
- Maintaining Attendance Record, Preparing & Disbursing Salaries efficiently.
- Updating, Maintaining Paper Based & Computerized Inventory Records of all goods.
- Preparing Purchase Orders, Invoices, Monthly & Daily Sale/Profit/Expense Reports.

2. **SAMS LOGISTICS LLC – DUBAI – U.A.E**
(MARCH. 14' – SEPTEMBER. 18')

Operations/Purchasing/Stock Inventory

Job Responsibilities includes (but not limited to):

- Handling & Improving the workings of various departments in the organization.
- Provide secretarial and administrative support to management and other staff.
- Supervising and supporting staff members work; Office, Warehouse & Drivers.
- Overseeing and supervising proper storage, stock and basic accounts.
- Constantly improving business development activities.

3. **M.S.C MEDICAL SUPPLIES CO. LLC – DUBAI – U.A.E**
(MARCH. 12' – FEBRUARY. 14')

Sales/Purchasing/PRO

Job Responsibilities includes (but not limited to):

- Controlling the Purchase and Supply of all Procured Items & Services.
- Developing & Improving the Purchasing Team for Outsourcing Worldwide.
- Managing Visas, Immigration and Labour documentation for staff and families.
- Dealing in Sales with different Departments of Dubai Government through Online Portal.
- Managing Decent Relation With Local & International Suppliers of different Products.

4. **MAHNOOR LIGHTING INDUSTRIES – UMM AL QUWIAN – U.A.E**
(DECEMBER. 08' – SEPTEMBER. 11')

Purchasing & Production Supervisor

Job Responsibilities includes (but not limited to):

- To Received Purchase Orders; Local as well as Export, and Prepare Requisitions for Production.
- Full In-Charge of Production, Packing, Dispatching and Logistics/Local Deliveries.
- Preparing Requisitions, Purchase Orders, Invoices and Delivery Notes for All Supplies.
- Receiving Local Purchased and Imported Goods, keeping in Proper Store and Indexing them and Overseeing Proper Storage as well as to Prepare and Keep Stock Inventory.
- Updating & Maintaining Computerized & Paper Based Administrative & Inventory Records.
- Preparing Local Purchase Orders for Local Purchases and Coordinating with Import In-Charge for Import of Raw Materials etc.

EDUCATIONAL ATTAINMENT:

Bachelor Of Science (B.Sc) – 2008.

(University Of Gujrat – UOG)

F.Sc – Science – 2006.

(Government Science College - Gujrat)

Matriculation - Science – 2003.

(Harvard Foundation High School - Gujrat)

SKILLS

Internet Utilities

Can Work In All Windows® Based Packages

M.S Office (M.S-WORD, M.S-EXCEL).

LANGUAGES SPOKEN:

English	Excellent
Urdu	Excellent
Punjabi	Excellent

PERSONAL DATA:

DOB:	09-September-1987
Nationality:	Pakistani
Civil Status:	Married
Religion:	Islam
Driving Licenses:	U.A.E & PAKISTAN

REFERENCE

Will be furnished upon request