

# Muhammad Imran

H# 20 St # 25-A Wah Model Town Phase 2 Wah cantt

[emran\\_wah@yahoo.com](mailto:emran_wah@yahoo.com)

(092) 315-7576774

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To obtain an executive management position within a growth oriented, progressive company. I want to apply my business development skills to an environment where they will make a significant impact on the bottom line. The ideal atmosphere would be entrepreneurial and one in which new ideas and development are welcome and decision making is required

## EMPLOYMENT:

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### **Recent:**

15.10.2015 to 23-11-2016

Assistant Manager (Admin & Finance)

24-11-2016 to 10-11-2021

Manager (Marketing)

Hill View Housing Scheme Taxila Cantt (Pakistan)

### **RESPONSIBILITIES AND DUTIES (Marketing & Admin):**

- Monitoring inventory, Machinery, office stock
- Updating & maintain the Job Roaster holiday, absence and training records of staff
- Creating and modifying documents using Microsoft Office
- Marketing Responsibilities (making pena flex, hoarding boards, Adds in Daily newspaper, cable and social media
- Coordination with courier services
- Coordination with Property Dealers and Zameen.com personnel and other business magazines and journals personnel
- Setting up and coordinating meetings and conferences
- Supervising the work of office juniors and assigning work for them

### **RESPONSIBILITIES AND DUTIES (Finance):**

- Identifying and promoting cost
- Daily inputting of sales & purchase invoices to the financial system
- Processing of sales invoices, expense
- Providing accurate financial information to colleagues and senior managers
- Dealing with banks and financial institutions
- Payments according Land Purchasing and Equipment purchasing
- Describing project cost and supervised office colleagues

### **History:**

18.05.2009 to 02.06.2015

Procurement Officer

Nous Internationals Pakistan

### **RESPONSIBILITIES AND DUTIES (Procurement):**

- Responsible for Order Placement Timing, Supply, and Supplier Performance.
- Continuously monitoring, evaluating and improving supplier performance.
- Sourcing the most affordable materials for the companies.

- Reviewing tenders and bids.
- Controlling the purchasing budget.
- Monitoring delivery times to ensure they are on time.
- Ensuring the adequate supply of all required materials, components and equipment.
- Delivering cost savings for the company.
- Managing the procurement supplier relationships for the company.
- Resolving disputes and claims with vendors and suppliers...
- Developing relationships with distributors.
- Involved in selling off, damages, inventory and stock.

**RESPONSIBILITIES AND DUTIES (Finance):**

- Identifying and promoting cost
- Daily inputting of sales & purchase invoices to the finance system
- Processing of sales invoices, expense & credit card claims
- Providing accurate financial information to colleagues and senior managers
- Identifying areas for cost cutting and improvement.
- In charge of managing and supporting the ledger team
- Identifying areas for cost cutting and improvement

**History:**

21.02.2005 to 31.08.2007  
 Assistant Manager Administration  
 Med Lab Services Pakistan

**EDUCATION:**

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**Master's Degree in Finance (M.B.A):**

University: International Islamic University Islamabad  
 Major: Finance

**Bachelor's Degree in Commerce (B.Com):**

University: University of Agriculture Faisalabad  
 Major: Accounts & Commerce

**COMPUTER SKILLS:**

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- > Word Processor: (MS Word), Spread Sheet: (MS Excel), Presentation: (MS Power point)
  - > Peach Tree
  - > Windows XP & software installation and configuration
  - > Internet, E-Mail

**PERSONAL INFORMATION:**

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- > Father's Name: Muhammad Rafique
  - > Present Address: H# 20 St# 25-A Wah Model Town Phase2 Wah cantt
  - > CNIC: 37406-4122506-5
  - > Passport: FP1225061
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