

Muhammad Imran

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

emran_wah@yahoo.com

(092) 315-7576774

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:

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:

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
 - > Domicile: Punjab (Pakistan)
 - > Voice: (092) 315-7576774
 - > E-Mail: emran_wah@yahoo.com