



# Athar Saeed

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□ Airport Road, Mushrif 23, Abu Dhabi, UAE

## SKILLS

- Purchase Order (PO) administration
- Purchase order monitoring
- Qualifying purchase needs
- Purchase ledger management
- Purchase order coordination
- Stock purchase requisitions
- Purchase ledger maintenance
- Purchase policy compliance
- Purchase order approvals
- Purchase Order systems
- Purchase order management
- SAP
- SAP system
- Microsoft Excel
- Quality assurance
- Data analysis
- Project management
- Oral and written communication
- Process implementation
- Conflict resolution
- Lead investigating
- Process control
- Risk assessment
- Warehouse operations
- Sales order processing
- B2B expertise
- Logistics operations
- Supply chain management
- Cost control
- Logistics management
- Distribution operations

## PROFESSIONAL SUMMARY

Committed Purchase In-charge and Document Controller using exceptional leadership, organizational and communication skills to manage high-performing cross-functional teams. Well-versed in product delivery to effectively lead projects, company operations and business growth.

## WORK HISTORY

01-06-2022 - 21-07-2022

Performance Facility Management | Abu Dhabi, UAE  
Human Resource Officer.

**(Corporate HR of YAS Clinic Group)**

Complete Recruiting Process.

Onboarding Process.

Employee documents track record.

Employee's Insurance Policy.

EOS (end of service benefits).

Maintain documents track record of employee's and sister companies.

Data Organization Skills.

Arrange file/documents arrangements of complete record.

13-01-2022 - 21-05-2022

Logisco Trading LLC | Abu Dhabi, UAE  
Procurement Officer

**(Corporate Purchase Unit of YAS Clinic Group)**

Purchase and Distribute scheduled stock to YAS Tents, YAS Clinics and Other main Offices.

Liaise with vendors and distributors.

Create LPO and Process GRN and Invoice's.

Process payments (create payment summary).

Knowledge of SAP, Ohmski, Insta, Oracle, Angle Pro Software's related to tasks and responsibilities.

## EDUCATION

0512010

KRL Institute of technology  
Peshawar, Pakistan  
Associate Chemical  
Engineering: Chemical  
Engineering

0412007

Fauji Foundation Model School  
Rawalpindi, Pakistan,  
Pakistan  
High School: Computer  
Science

### **Document Controller:**

Maintain all documents in file and track record in system.

Copy scan and store documents.

Review and update technical documents (manual and workflow).

Manage the flow of documents within the organization.

Retrieve files as requested by HOD and Concern department.

Collaborate and communicate with HOD and project leader.

07-10-2017 - 28-10-2021

Burjeel Day Surgery Centre LLC | Abu Dhabi, UAE  
Purchase InCharge.

### **(A Unit of VPS Healthcare)**

- Purchase and Supply Chain Management Burjeel Day Surgery Center LLC - Abu Dhabi, Handling stores and Sub stores facility.
- Liaise with vendors for products, payments and orders.
- Conducting inventories of sub stores schedule wise.
- Creating Local Purchase Orders, GRN, Invoices.
- Updating daily task in SAP.
- Strong knowledge in excel, SAP MM.
- Inventory controller.
- Achieved maximum user engagement for campaigns through effective communication strategy.
- Prepared accurate budgets, tax reports and variance analysis to facilitate company business.
- Raised productivity through strategic scheduling and effective time management.
  
- Improved team efficiency by training and mentoring individuals through diligent team meetings and setting goals.
- Implemented and developed ongoing programmed initiatives through communication and collaboration.
- Used multilingual expertise to improve communication skills resulting in positive customer feedback.
- Maximized revenue by strategic upselling customers items, increasing sales where possible.
- Achieved high sales revenue with value-focused customer service approach.
- Actively contributed to warehouse team progression, hitting KPI targets through dedication to company success.
- Assisted managers in various duties, developing additional skills and improving personal productivity.
- Managed warehouse inventories, suggesting and implementing ideas to improve product movement processes.
- Ensured the smooth running of warehouse production lines by closely regulating operations.
- Monitored junior workforce progress in line with KPIs, implementing further training and incentives where necessary.
- Divided and categorized cargo received and redirected shipments in response to customer requests.
- Updated customers and interdepartmental employees on critical shipments upon request.
- Developed lasting relationships with employees, peers, upper management and outside vendors.
- Provided updates on critical shipments to the corporate

10-01-2011 to -07-2015

502 Central Workshop Electrical Mechanical Engineers  
Rawalpindi, Pakistan  
Assistant Chemical Engineer

- Schedules the lab sessions and assigns the proper graduate assistants in coordination with the senior Engineers.
- Performs other related duties such as maintaining and updating a database on equipment catalogues, manuals, data books, protocols of experiments.
- Ensuring observance by subordinates of fire and safety regulations and the practice of good housekeeping in all the operations of the Labs.
- Contributed to the formulation and modification of administrative and technical procedures adopted in the laboratories, and ensures such procedures are followed. Includes preparations for laboratory sessions, dispensing tools, equipment, components, materials, etc.
- Maintained, calibrated and cleaned laboratory and testing equipment to exceptional standards.
- Regularly updated chemical stock and apparatus inventories, ensuring safe, responsible care, storage and labelling.
- Maintained a safe and hygienic lab, sterilizing equipment daily.
- Optimized performance management by introducing individual development plans, leading to significant improvements in staff engagement.
- Used multilingual expertise to improve communication skills resulting in positive customer feedback.
- Reviewed incidents and near misses and adapted Health & Safety training content accordingly.
- Established rigorous health surveillance framework, monitoring impact of noise, vibrations and hazardous substance exposure.
- Conducted Health & Safety investigations, including writing reports and following up on corrective action.
- Initiated and assisted in emergency drills, including simulations of foreseeable emergencies with local authorities.
- Assisted staff members with hazard and incident reporting protocol as needed.
- Supported managers and supervisors in implementing new and updated policies and procedures, and in meeting objectives and targets for their section.
- Performed on-site inspections to check legitimate implementation of policies and procedures.
- Regularly reviewed, updated and communicated changes in policies and procedures, implementing training to increase regulation awareness and compliance among staff.

#### ADDITIONAL INFORMATION

- Willing to relocate: Anywhere in UAE
- Reference will be on demand