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**Date of Birth:** 28<sup>th</sup> July, 1993  
**Nationality:** Pakistan



## SUMMARY

- Experienced in Procurement and Contract Management with experience in Banking Industry.
- Demonstrated Experience regarding procurement of Information Technology Equipment and Software.
- Skilled in applying analytical and critical thinking skills to determine and deliver optimum results.
- Strong management skills to develop a positive working environment to accomplish business goals.

## Core Competencies

- Procurement
- Vendor Management
- Contract Management
- Budgeting
- Detail Documentation
- Reporting
- Due Diligence
- Negotiation
- Leadership
- Communication
- Stress Management

## Professional Experience

### MCB Bank Limited – April 2017 till July 2019

#### Officer IT Procurement – Procurement Unit – IT Procurement and Contract Department

- Performing all technology related purchases, which covers Computer Hardware and Network Equipment, Software (All Types), Computer Accessories and Peripherals, ATM and related accessories, Office productivity equipment (Smart phones, Tablets and wireless devices etc.)
- Driving all the procurement activities in line with Banks Strategy and policies for integrity, transparency, efficiency and standardization in the procurement.
- Planning and forecasting the budgeted needs Bank wide for the Year and rationalizing the number in line with the approved Budget from the Board.
- Analyze the purchase requisition (approved) from the user departments and determine the appropriate method
- To judge the user requirement in line with actual needs of the product and apply rationalization after getting the justified reasoning from the user.
- Provide assistance to user departments, when required, in the preparation of specifications, etc.
- Schedule, organize and facilitate Pre-Bid meetings if required by the vendor / User.
- Preparation of Financial Comparison and Financial Approval of all usual procurement cases for management perusal and approval.
- Prepare and issue Purchase Order to the Management recommended partner.
- Working with team members and Procurement Manager to complete duties as needed.

## Officer IT Contracts – Contract Unit – IT Procurement and Contract Department

- Prepare and script the Sale Purchase Agreement, Service Level Agreements encompassing project deployment and plans.
- Suggest and manage any development in the script of contract to the stake holder to improve their ways for handling project plans and deployments.
- To obtain legal vetting of all contracts and critical legal documents from Legal Affairs Division. Making sure that all observations have been embedded in the agreement.
- Assist Manager Contracts through LC Process from establishment till the retirement.
- Manage and Supervise enlisting of all Sale Purchase and Support Renewal Cases into Consolidate MIS in order to ensure the stringent control over timely support renewal.
- Ensure timely renewal and off all support cases through renewed agreement and submit report the Manage for perusal.
- Preparation of Financial Comparison and Financial Approval of all renewal and maintenance cases for management perusal and approval.

### Accomplishments:

- Appreciation for successful migration of MCB and NIB Bank Limited regarding payment clearance of Ex-NIB vendors.
- Star Award for Outstanding Commitment towards Service Quality & Customer Experience.

**Trainings:** Building High Performance Teams, Interpersonal Communication Skills, Excel for Professional, IT Security Awareness, Fraud & Forgery Trends, Electronic Frauds and AML-CFT.

## Prior Employment Experience

- **University of Central Punjab**  
Facilitation Officer
- **Fatimid Foundation**  
Volunteer for Blood Donation and Collection Services
- **Royal Palm Golf & Country Club**  
Internee in Marketing Department

## Academics & Credentials

<b>University of Central Punjab</b>	<b>2019</b>
Master of Science – Finance	
<b>University of Central Punjab</b>	<b>2016</b>
Bachelors in Commerce – Accounting & Finance	
<b>British Education &amp; Training Systems</b>	<b>2012</b>
Conversation Skills	
<b>Punjab Group of Colleges</b>	<b>2012</b>
Intermediate in Commerce	
<b>Abdali Grammar School</b>	<b>2010</b>
Matriculation	

## Technical Skills

- Windows (10, 8 & 7)
- Microsoft Office (Excel, Word, Power Point & Outlook)
- Oracle (Procurement)