

AQIB RAZZAQ

Procurement, Supply Chain, Administration,
Manpower, Logistics

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📍: HOR-AL-ANZ, Dubai, Dubai.

Birth Date: 06/04/1990

Gender : Male

Marital Status : Married

Nationality : Pakistan

SUMMARY

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity enhance my talent with an intention to be an asset to the company

EMPLOYMENT HISTORY

Sr Executive Manpower Recruitment And Logistics - Watermelon Delivery And Logistics Services LLC

Dubai, Dubai

November 2021 - Till Date

- Recruitment for helpers.
- Dealing with Client Noon, BFL, CARTLOW,
- Arrange meeting with suppliers.
- Get attendance from Client and vendor on daily bases.
- Reporting to Manager and CEO.
- Site visits for supervisors feedback.
- Provide solutions for issues.
- Handling clients sides, like Tachno-Park, DIP, AL Qouz, BFL, AL Qusais, Z7, CFC
- Coordinate with site supervisors on daily basis
- Arrange meetings with suppliers for smooth work.
- Generate reports in system
- Work on MIS
- Work for capacity utilization and management

Head Of Operations - AL Tafahome Contracting L.L.C

Dubai, Dubai

October 2021 - Till Date

- Arrange Materials for civil work.
- Site visits for projects finalize.
- Make Quotations.

Manager Procurement - Covico Engineering PVT LTD

Lahore, Punjab

September 2021 - October 2021

- All kinds of procurement.

Procurement Executive - Interwood Mobel PVT LTD

Lahore, 56 Sultan Mehmood Road Shali

February 2014 - September 2021

Mar Town Lahore

- Make Purchase orders in SAP and share with suppliers after approval.
- Arrange supplies as per the MRP plan.
- Make sure Supply Must be as per our QC standard.
- After Supply arranges bill or GST invoice for accounts process.
- Arrange GRPO and IGP.
- Follow-up for payment of suppliers.
- In case of any rejection of goods arrange Goods return PO inform to supplier make OGP and send back to the supplier.
- Interwood is an importer but in case of any shortage or ETA is late sources alternate from the local market to meet the production deadline.
- Make a weekly base plan for goods arrival for the smooth process of production.
- get in loop to MRP if any local goods get late.
- Sourcing Planning and Procurement.
- Explore new vendors and manufacturers at the national level.
- Open New business partner in SAP.
- Negotiate on rates credit days and credit limits.
- Arrange logistics.
- Manage supplies.
- Arrange Drivers.
- Filling for related suppliers.
- Make comparison Apple to Apple
- Daily Attend meeting with Sr MP, MP DMP, DGMO, Sr MSC, DD, GM, Sr MT, MAC, Manager Audit, AMT, GMO, and EDO.
- Arrange related Material.
- Arrange material as per company SOP and Quality.
- Enter Plan dates in SAP pending purchase reports.
- Enter data in SAP.
- Enter Data in Oracal.
- Coordinate with purchasers, Store, MRP, and gate on daily basis on WhatsApp and email and calls to ensure smooth work.
- Check vendor eligibility on a quarterly basis and annual basis for smooth payments.
- Handel projects which we outsource.
- I have completed many projects like banks, CAA, RTEH, Indus

Hospital, PAF, 45 Engineering, Nishat, Hassan Mansha, Emar Giga, Sindh Education, and MNS, and many more.

- Procure Goods from all Pakistan.
- Arranged a minimum of 3 suppliers for the same product.
- Ensure timely supplies.
- Purchase all kinds of packing material.
- Arrange new vehicles for staff and admin if needed.
- Arrange MS steel MS pipe and finish goods.
- Many of the products are arranged for the company.

EDUCATION

Punjab University - Bachelor Of Arts

(Political Science)

Lahore, Punjab.

September 2020 - October 2022

AWARDS

- Best Negotiation Award.
- Super Hero.
- We Love to Work With You.
- Innovator.
- Target Achiever.
- Also got golden Appreciations form CEO and DD and Chairman And SMP.

KEY SKILLS

- Excellent communication skills.
- Can train people in work.
- Can monitor and supervise.
- Very dedicated to work.
- Self-disciplined, well behaved ann handle work stress.
- Excellent people management skills.
- Carrying out risk assessments.
- Able to introduce new processes to a team and organization.
- Calmly responding to accident and emergency situations.
- Setting goals and objectives for individuals and team.
- Time management skills.
- Effectively meet deadline, achieve targets and work under pressure.
- Creative, insightful, innovative, organized, assertive personal and company success driven passionate about company product line.

- Easy going and personable with clients.
- Agile-quick to respond tp problems, Problem solving talent.
- Effective proactive approach Self-motivated character.
- Tenacious work in team.
- Multi-tasking and adaptable.
- Able to tactfully deal with difficult and sensitive situations.
- Ability to prepare and present reports to director level.
- Infliencing, persuading, coaching and negotiating skills.

SKILLS

Best Negotiations	Excellent Communication.	Team Leader
SAP Operate	Can Train Peoples	Self Motivated
Pro Active Approach	Time Management	MS Office MS Excel
Can Handle Urgencies	Negotiations Skills	

SOFTWARE

Oracle	SAP	SAP B1
Excel		

LANGUAGE

URDU	English	Punjabi
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HOBBIES

Puzzle Gaming, Travel, Car Driving, Food Lover, Meet People's,

REFEREES

Available on Request