

Curriculum Vitae



Hasnat Ahmed

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Carrier Objective:

To hold a responsible challenging position an organization that will enable to utilize and Develop my analytical and technical skills, to work hard with sincerity fulfilling the goals Of the organization and to attain excellence and aim at perfection in the job assigned to me.

Personal Profile:

Full Name	:	Hasnat Ahmad
Father Name	:	Mohammed Akram
Date of Birth	:	January 01, 1985
Nationality	:	Pakistani
Gender	:	Male
Religion	:	Islam
Marital Status	:	Married
Iqama Status	:	Valid Saudi Iqama (Transferable)
Passport Expiry	:	Valid until March 16, 2025
Driving License	:	Valid Saudi Driving License

Qualifications:

- **Diploma in Electrical (Session 2004)**
Punjab Board of Technical Education Lahore, Pakistan
- **S.S.C (Session 2001)**
Punjab Board of Intermediate & Secondary Education Rawalpindi, Pakistan

Computer Skills:

- Auto Cad (Electrical)
- MS Office
- Internet Browsing

Professional skills:

- Great negotiation skills.
- Ability to work within a set budget.
- Ability to visualize, articulate and solve both simple and complex issues.

Job Experience:

- ❖ Al-Alamiah Technical Corporation Part of Assad Saeed Group (Saudi Arabia)
- ❖ Procurement Officer
- ❖ July 13, 2010 to till date

Job Responsibility:

- Forecasting levels of demand for services and products to meet the business needs.
- Conducting research to ascertain the best products and suppliers in terms of best value, Delivery schedules and quality.
- Constantly looking up for new suppliers.
- Checking the Material specifications sheets for all items.
- Negotiating and agreeing contracts and monitoring their progress, checking the quality of Service provided.
- Track orders & regular follow-ups.
- Processing payments and invoices.
- Keeping contract & procurements files / records and using them as reference for the Future.
- Forecasting price trends and their impact on future activities.
- Contribute to the organization's procurement strategy & process.
- Producing reports and statistics.
- Ensuring suppliers are aware of business objectives (or project specific deadlines)
- Review and evaluation of the performance of the suppliers.
- Verification of quantities of orders and ensuring that the required order is within the Agreed budget.
- To work with the Finance Department to draft annual budget requirements based on the Procurement requirements & historical procurement data.
- Sending Requests for Quotations (RFQ); receiving quotations; price evaluation for Approvals, analyzing quotations received for materials & services to ensure compliance with actual requirements.
- To contribute to the procurement savings and thus impacting the organization's profit & loss account.
- Follow ups on payments with Accounts Department etc.

Job Experience:

- ❖ Honda Atlas Cars Ltd. (Pakistan)
- ❖ Procurement Coordinator
- ❖ April 11, 2005 to April 20, 2009

Job Responsibility:

- Regularly updating suppliers' database for future strengthening of relationships.
- Managing of stores and stock control.
- Handling all invoices for payment and filing document accordingly.
- Responsible for preparing Request for Quotation forms and summaries.
- Following up on suppliers for delivery of goods and services.

Language Skills:

- ❖ Urdu, English, Arabic

Declaration:

I do hereby declare that the above mentioned particulars are true and correct to the best of my knowledge and belief.