

# Ahmad Aziz

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**Gender:** Male

**DOB:** 10-01-1995

**Nationality:** Pakistan

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## ***Professional Summary***

*Dynamic Supply Chain & Admin professional with 3.5 years of working experience at Multinational Organizations.*

## **CORE SKILLS & COMPETENCIES**

**SAP MM Module**

**Inventory management**

**Contract negotiation**

**Transportation management**

**Process improvement**

**Inventory tracking and monitoring**

**On-time delivery optimization**

**Procurement process**

**Supplier relationship management**

**Logistics management**

**Performance metrics analysis**

**Supplier qualification**

**Cost reduction strategies**

**International shipping**

## **Work Experience**

### **Assistant Procurement Manager (March 2023- Till Date)**

**Netkom Technologies Pvt LTD Islamabad, Pakistan**



#### **Procurement**

- Developing strategies and planning for Software & System implementation (e-procurement)
- Responsible for procurement of material, services and equipment under different threshold/procedures (direct and negotiated)
- Prepare Request for Quotations, finalization of specifications, terms of references for consultancies,
- Prepare Comparative Statement according with technical/financial/administrative and quality.
- Summary for the procurements
- Procurement of IT and telecommunication related Items.
- Review and ensure that Payment match with PO or agreement.
- Prepare Summary for the procurements
- Inventory Monitoring
- Supplier reviews and audit
- Supporting projects in Procurement related matters.

#### **Supplier Management**

- Preparation of supplier questionnaire for expression of interest on need basis
- Conduct market assessments to review availability/cost/challenges
- Identification of market needs for new interventions/geographical coverages
- Prepare/update supplier database manual/ERP (SAP)
- Bi-annual supplier performance evaluation and summary submission to management
- Gathered all the data available in physically hard (forms) copies
- Arranged it according to the set pattern of categories by Netkom
- Organized and Digitally Archived the Procurement Department data (Vendors Profiles) and uploaded to Cloud Space.
- Supported in making, arranging and updating existing data of Vendors

#### **Support on audits**

- Ensure that all required documents are kept/recorded as per Netkom set policy.
- Sharing of procurement vouchers/reports to auditors
- Responding spot check queries

- Following up and fixation identified risks by compliance/auditors.

### **Logistic & Admin Assistant (Feb 2022- Feb 2023) {1 Years}**

**ACF International | Action Against Hunger, Islamabad, Pakistan**



#### **Duties**

##### **Inventory/Stock Management (Via LINK Software)**

- Ensure that all equipment's are properly recorded in system.
- Preparation of reports donor wise, category wise, type/condition wise
- Inventory Tagging
- ICT Equipment's Tagging
- Preparation of reports on set time frames and submission to different project managers/donors
- Identification of redundant items for disposals
- Process auctions as and when required.
- Prepare asset/equipment maintenance needs.

##### **Logistics**

- Provided a variety of support on smooth implementation of supply chain,
- Develop procurement programs.
- administrative and technical duties in support of logistic operation
- Supported in ensuring optimal control over equipment and inventory management.
- Performed equipment's insurance claim and parts replacement.
- update warehouse records & proper tagging of bin/stock cards
- Reporting and handling of maintenance and repair of all the office equipment's.
- Support on Premises/warehouse management
- Ensure that all standards are maintained at premises/warehouse.
- Coordination with suppliers for timely fixation of R&M works
- Prepare check list to ensure maintenance are done as per set schedules.

### **Admin & Logistic Officer (July 2021-Jan2022) {1 Years}**

**Taaleem Foundation, Islamabad**



#### **Duties**

##### **Logistic Support**

- Receiving and checking deliveries to ensure the accuracy.
- Provides support to the logistics manager in all aspects of warehouse operations.
- Responsible for entering data into spreadsheets from multiple sources, as well as verifying input and calculations.
- Provide support in completing paperwork and documentation.

##### **Admin Support**

- Ensured the proper working (troubleshooting) of IT Equipment's (laptops, printers, scanners, photocopiers, Video Projectors, internet devices, Cameras etc.)
- Maintain and update IT Equipment's inventory and records
- Software and Hardware installation of any kind
- Assisted to Sr Manager for event management, petty cash and payment process

#### **Education**

**M-Phil: Regional Studies(Pakistan) 2021**

***Quaid-i-Azam University Islamabad***

**MSc: Defence & Strategic Studies 2017**

***Quaid-i-Azam University Islamabad***



#### **Professional References**

Will be provided on request