

**FOR PURCHASE/ COMMERCIAL/ LOGISTICS/
ADMINISTRATION/ MEDICAL INDUSTRY
SUITABLE PLACEMENT**



Kingdom of Saudi Arabia +966-56-5166128

RESUME:

INAYAT UR RAHMAN

CAREER OBJECTIVE

Seeking challenging opportunities in Purchasing, Commercial, Logistic field, which could utilize my education, work experience and personal capabilities.

PROFILE

A reliable person possessing excellent computer skills.

Successful demonstration of quality performance in a reputed company.

An effective thinker offering a well developed inters personal, creative ideas and effective management.

PROFESSIONAL QUALIFICATIONS.

Bachelor /Graduation from

University of Peshawar KPK Pakistan.

Medical Dispenser from Medical Faculty Peshawar KPK

COMPUTER SKILL/TYPING SKILL

Session 2002: information Technology (IT) Certificate from the Master Mind Computer Academy Sakhakot KPK Pakistan.

The courses are as under

- MS Office (Word, Excel & Power Point, Outlook)
- Designing & Engineering (Adobe Photo Shop , Auto Cad& 3ds Max)
- Hard Ware & Networking (Assembling data caring ,Trouble Shooting)

Inayat Ur Rahman
WhatsApp business account



Work as Purchase and Logistic in Wood Fit out Factory in Dammam from 9th July 2023 till date

Purchase material for Factory and projects ,Source the supplier for the required material and accessories, Price Request for materials, Issue Purchase order, manage delivery, manage store to provide consumable and accessories, Manage Logistic for material.

Work as Purchase Executive at ABS Doors est Riyadh KSA from 26 Nov 2022 till 30 April 2023

Reviewing Invoices Detail, Placing order to the Factory in Korea for the production.

Follow up with shipping company for shipments and delivery, cooperate with Sales and technical team to insure deliveries on time.

Work as Purchase and Administration at Rock & Up Joinery Ajman UAE from 8th September 2019 till November 2020

Purchase, Logistic, Timesheet, Payroll, Hiring and Employ Queries

Work as Marketing Manager at Hazim General Trading Pakistan from 2015 till Sep 2019.

Manage Marketing for the Hospital, School and collage accessories, Equipments and machinery

Work as Commercial Manager and Purchasing at Al Handal General Trading L.L.C Jordan Amman for 3 year from 2012-2015

1. Manage the Sales for UPVC,PVC pipe in Iraq Market as a Sole Distributer of Saudi Pipe Manufacturer
2. Manage the quotation and pricing for plastic pipes
3. Manage all activities which perform below at Al Handal General Trading L.L.C Dubai UAE

Work as Commercial Executive and Purchasing Al Handal General Trading L.L.C

Dubai UAE for 3 years from 2008 -2011

1. Managing the Tenders/inquiries from the Government and from private sector
2. Studying and communication with the suppliers/manufacturers locally and internationally.
3. Managing the quotations/offers from different suppliers to compare the quality & quantity and short listed them.
4. Prepare the Commercial and Technical Invoices for Tender Quotation
5. Forwarding the selected quotation/s to our branches internationally to communicate with the local end user.
6. Managing records of the suppliers and quotations.
7. Attending the Trade Exhibitions to check and meet the new suppliers
8. Making refresh and new business relations with the manufacturer or the suppliers

9. Cooperate the Accounts Department in client dealing/Receiving/payments
10. IT helpdesk and purchasing.

WORK AS SHIPPING AND TRANSPORT INCHARGE New Al Dhaid Furniture Ajman LLC. U.A.E. (From 13-08-2005 to 08-06-2007.)

- 1) Managing import Documentation
- 2) Managing shipments
- 3) Managing shipping companies Accounts and payments
- 4) Managing custom Accounts and payments.
- 5) Managing Ware Houses Stock
- 6) Managing transport for other companies as (OLYMPIC SHIPPING & TRANSPORT)
- 7) Managing Transport Company Accounts.

WORKED AS SALES EXECUTIVE IN New Al Dhaid Furniture Ajman U.A.E. (from 12-02-2004 to 10-08-2005.)

ASSIGNMENT INCLUDE

- 1) Dealing customer whole sales and retail.
- 2) Understanding customer requirements, Finalizing and Preparing Invoice
- 3) Follow up customer orders
- 4) Making sure customer order delivery.

PERSONAL CAPABILITIES

Self-developed inter personal skill and result oriented personal abilities.

Self-motivated and optimistic approach having well looking personality

PERSONAL INFORMATION

Passport No: AX1741114
Nationality: Pakistan
Date of birth: 01-09-1977
Marital Status: Married
Driving License; KSA and UAE Driving License
Visa Status: Work Visa Transferable
Languages Knows: Fluent in English, Arabic, Urdu and Pashto
E-mail Add: inayatimp@gmail.com

(All required certificates will be provided on demand)