

# Muhammad Tauseef Gondal



**Address :** Riyadh , KSA  
**Nationality:** Pakistani  
**Iqama:** Transferable  
**Marital Status:** Married  
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## Objective

To work for and excel with a result-oriented organization, that seeks an ambitious and career conscious person, where acquired skills and education will be utilized towards continued growth and advancement. Possess a proven ability to generate innovative ideas and solutions to problems.

## Work Experience



### **Commitment & Cooperation Construction Est. , Riyadh (KSA)**

**Position: Procurement Officer**

**(From Jun, 2018 to Present)**

Responsibilities are:

- Creating and following up for RFPs (Request for Pricing) to suppliers for bidding and budgeting for project.
- Making comparison reports between supplier's quotations.
- Collecting samples, catalogues, pre-qualifications and other required docs for approval.
- Process material requisitions, payment requests, Purchase Orders & Contracts.
- Establish & negotiate contracts terms & conditions advised by manager or within company system.
- Follow up & ensure delivery as scheduled and collect all required docs of deliveries such as delivery notes, invoices, warranties & insurance etc.
- Coordinate with finance dept. for payments and other required docs.
- Maintain soft & hard copy database for PRs, POs, Contracts and all related documents.
- Maintaining good supplier's relations & negotiating contracts and updating their information such as qualifications, product ranges & delivery times.
- Prepare purchasing record, reports & price lists.
- Perform other tasks to assist Procurement Manager & department.



## **Fawaz Al-Hokair Real Estate Company, Riyadh (KSA)**

### **Position: Procurement Assistant**

**(From Jan, 2016 to Jun, 2018) (2+ Years)**

Responsibilities were:

- Using Oracle, eGate & Payment Request System to create P.Os, eMRs & PRs.
- Administer contract performance, including deliveries, receipt, warranty, damages & Insurance.
- Maintaining and filing submittals for PRs & P.Os and follow up with concerned dept. for status.
- Updating Payment request system for generating smooth payments status.
- Preparing payment status reports as required by manager i-e by project wise, suppliers/vendors etc.
- Carry out duties as required assisting the manager & team.



## **Maskan Al-Arabia Real Estate Developers, Riyadh(KSA)**

### **Position: Site Admin Officer**

**(From Nov, 2012 to Jan, 2016)(3+ Years)**

**Project Name: Fund Project (Construction of Residential Villas)**

Responsibilities were:

- Submitting daily reports and monthly Time sheets for staff & manpower.
- Typing documents and distributing memos.
- Updating and summarize the document transmittal/incoming and outgoing documents every alternative day and their timely transmission within site and head office.
- Printing, photocopying, filing and scanning of all projects related documents.
- Updating & maintain the holiday, absence and training records of staff.
- Raising purchase request for stationary and handling.
- Setting up and coordinating meetings and conferences for site manager.
- Ensuring to maintaining confidentiality of information and data.
- Handle and fully responsible for petty cash for the Project Site.
- Ensuring a safe and clean work environment.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.



## Askari General Insurance Company Limited (PAK)

**Junior Officer (Accounts & Premium Recovery Dept.)**

**(From March, 2010 to April, 2012)(2 Years)**

Responsibilities were:

- Reporting of Premium due but unpaid.
- Preparing Outstanding Premium reports on monthly basis for branches.
- Preparing Outstanding Premium summary reports for department heads and President on monthly basis.
- Update Advance Premium Schedule.
- Posting of Journal vouchers in system relating to Premium.
- Posting of adjustment JV's.
- Correspondence with marketing agents and clients through emails, calls and letters in respect collection of outstanding premium.
- Checking outstanding premium against Claim files and agent commission.

### **Educational Qualification**

<b>Degree</b>	<b>Institute</b>	<b>Year</b>
Bachelor in Commerce (B.Com)	Punjab University (Pak)	2012
Inter Computer Science (I.C.S)	Federal Board, Islamabad (Pak)	2009
S.S.C	B.I.S.E Rawalpindi (Pak)	2006

### **Key Strengths**

- Strong communication & negotiation skills.
- Strong organizational, administrative and analytical skills.
- Problem solving skill & good team leader.
- Flexible, adaptable, and a quick learner.
- Decision making skill, self-starter & self-motivated.
- Attention to detail and good clerical skills.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multitasking and manage conflicting demands.

### **Computing Skills**

- Using of MS OFFICE, Excel, Outlook, Word & Power Point.
- Have command to use ORACLE, GIAS, eGate, PRS & Bentley software.
- Digital Marketing Certificate from Digiskills Pakistan from May to Aug 2020.
- Free Lancing Certificate from Digiskills Pakistan from May to Aug 2020.
- Troubleshooting computer Hardware & Software.
- Installation of Users interface & other applications.

## Personal Information

- Father's Name : Muhammad Ashraf Gondal
- Religion : Islam
- Marital Status : Married
- Date of Birth : May, 13, 1991
- Languages : English , Arabic, Urdu, Hindi

## Reference

- Should be provided at request.