

Muhammad Iftikhar Alam

Address: Yanbu, Kingdom of Saudi Arabia
Contact: +966593012129
E-mail: iffy_alam@hotmail.com
Date of Birth: December-02nd, 1981.
Saudi Muqem: 2511490084
Saudi License: Valid
Experience: 14+ Years



SUMMARY:

A hard working, self-motivated professional having experience in the field of administration & management, supply chain, procurement & store inventory, travels & tourism, sales & marketing, Acquired technical skills include, proficiency in computer usage, excellent interpersonal and presentational skills & also communicate in Arabic (basic) & English (fluent) Languages.

Looking forward to work in a dynamic & results oriented environment offering growth with enthusiasm to learn new things and perform for achieving targets.

PROFESSIONAL EXPERIENCE:

Al-Zamil Operations & Maintenance Company Limited. (Yanbu, Kingdom of Saudi Arabia)

January-2022 to Date

Buyer (Purchase Officer)

Roles and Responsibilities:

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Monitor stock levels and place orders as needed

Kings Group Builders & Developers. (Karachi, Pakistan)

October-2016 to December-2021

Administrative Officer

Roles and Responsibilities:

- Monitoring and maintaining office equipment and inventory supplies, orders replacement supplies as needed
- Creating, updating, and maintaining records and databases
- Updating office policies and procedures
- Preparing reports on expenses, office budgets, and other expenditures
- Supporting department managers and staff
- Coordinating building and maintenance issues for general repair
- Preparing correspondence, documentation

Purchasing Officer

Roles and Responsibilities:

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases

- Maintain updated records of purchased products, delivery information and invoices
- Monitor stock levels and place orders as needed

Store Keeper (inventory)

Roles and Responsibilities:

- Receive the goods from suppliers and check whether they meet the requirements mentioned in the purchase order
- Arrange received materials as required
- Ensure that the materials are stored safely
- Keep a record of receipt and issue of goods
- Issue materials according to the requirements
- Dispatch purchase requisition for buying fresh goods
- Manage personnel at the store

Al-Tayyar Travels Group (Riyadh/Jeddah, Kingdom of Saudi Arabia)

March-2013 to August-2016

Tours Consultant (Visas/Hotels/Travel Insurance/International Driver's License)

Roles and Responsibilities:

- Interpret and comply with Operational Manuals, policies, Maintain and update client records according to visa policies
- Provide consultation for visit, business and medical related purposes with high level of professionalism in person and through online channels
- Act as the single point of contact for clients with respect to queries and live cases
- Deliver case specific advice and lead/implement practices specifically with regard to visas, health insurance and related issues
- Manage timelines and case-flow on a daily basis, updating senior staff and team regularly
- Maintain the highest standard of visa advice to clients
- General duties including managing a portfolio of high volume immigration files
- Prepare and submit reports, publications, and other written work as required

Muhammad Iqbal Bus Service. (Karachi, Pakistan)

August-2009 to July-2012

Administrative Manager

Roles and Responsibilities:

- Take the lead role in planning and allocating routes and vehicles ensuring sufficient flexibility is in place to meet the varying and changing needs of staff
- Ensure that all in house vehicles are compliant with all legal, regulatory and contractual requirements
- Develop and implement a proactive, planned and structured approach to the maintenance of vehicles, and ensuring all vehicles used are fit for purpose and the customer experience is of a high standard
- Ensuring transport staff deliver the service appropriate to the changing needs of customers in line with relevant guidance
- Manage and develop a team of drivers in order to deliver a high quality service to staff
- To ensure high standards of service delivery through the consistent application of recognized standards and established policies, procedures and practices
- To work in a safe and effective manner at all times
- To undertake any other duties related to the responsibilities of the post and which may be delegated by management

EFU Life Assurance Limited. (Karachi, Pakistan)

October-2008 to March-2009

Bancassurance Sales Consultant for United Bank Limited

Roles and Responsibilities:

- Solicits new business, cross-sells and up-sells identified products to the bank's customer base
- Establishes, maintains and grows relationships with bank partner
- Establishes, maintains and grows relationships with prospective and existing clientele

- Performs customer service and business conservation activities
- Handles activity reporting, planning and administration
- Conducts market analysis activities, which include activities such as branch / client profiling and survey on competitor products
- Attends weekly meeting with Business Managers and Regional Manager and branch monthly meetings for production updates and marketing campaigns
- Perform other tasks as may be required by immediate superior

INTERNSHIP:

- Six weeks internship in Human Resource Management in Sapphire Textile Mills Limited (Sapphire Group of Companies) from February-15st,2007 to March-31st,2007.

WORKSHOPS/SEMINARS/TRAININGS/PROFESSIONALCOURSE:

- Attended EFU Life Assurance in-house Training on “Orientation to Life Assurance Sales Pitch Techniques”
- Attended & Organized a Two Days National Seminar on “The Role of Local Government in Pakistan” (Challenges & Opportunities) Organized by Department of Public Administration, University of Karachi in collaboration with Higher Education Commission & Quality Enhancement Cell, University of Karachi.
- Attended a seminar on “Crisis Management in Metropolitan City” Organized by University of Karachi.

ACADEMIC CREDENTIALS:

BPA (Hons)	University of Karachi	2 nd Division
DAE (CIT)	Govt. Monotechnic Institute	1 st Division
SSC (Science)	Oxford High School	2 nd Division

RESEARCH WORKS / PROJECTS:

- Internal Auditing: Payroll and Personnel Cycle.
- Economics of Pakistan: Cotton: Backbone of Pakistan’s Economy.
- Public Administration & Society: Encroachments.
- Office Management: Team work: Core of Organizational Success.

ACHIEVEMENTS / SKILLS / STRENGTH / LANGUAGE /SOFTWARES:

- Ability to deal with clients with a professional approach.
- C.C.N.A. (Cisco certified Network Associate).
- Certificate of Appreciation for being a good Actor in school.
- Enthusiastic to learn all new processes, procedures & perform & deliver the best.
- 3rd Position in Civil Defense.
- Having National Cadet Corps Certificate.
- Urdu/Hindi, Arabic, Punjabi & English.
- Real Core Inventory Software.
- Oracle for procurement
- Microsoft Windows / Microsoft Office.
- Pakistan & Saudi Arabian Driver’s License.

REFERENCES:

Available upon demand.