

Curriculum Vitae

Mohammad Tariq Butt

Al-Adama, Dammam, K.S.A

Conant No: +966501202725

Objective: Looking for a challenging, friendly & professional working environment where I can utilize my skills & services resulting to the growth in the business as well as in the prosperity of working organization, similarly a chance to sharpen my skills, learn more, earn good contacts & do the better than the best for the working organization.

Educational Qualifications:

- Matric Passed with in 1996 from Abbottabad Board
- D.Com Passed in 1998 from Peshawar Board

Work Experiences:

- ❖ **Worked as Shipping & Receiving Officer with Aramco for one month in July, 2003.**
- ❖ **Worked as Warehouse Manager with Saadoun Al Saadoun Est., from August 2003 to December 2011.**

Job Descriptions:

- Planning, controlling, and supervising the operations of Stock.
- Monitoring collection from various customers/clients
- Creating daily revenue, receivable and collections
- Keeping custody of inventory and movements of inventory items
- Conducting the periodical physical inventories or stock taking
- Preparing the monthly Inventory.

- ❖ **Worked as an Administration Officer in Saadoun Al Saadoun Est., Dammam from January 2012 up to 2015.**

Job Descriptions:

- Handling Commercial, Accounts, Imports, Technical & Administrative Managers, Preparing Invoices, analysis, reports, minutes of meetings & conferences, coordinating with different freight forwarders via phone & email, communicating with international clients.
- Preparing and submitting invoices through Aramco portal.
- Making Aramco Vehicle Sticker and ID by using Aramco Portal, experienced of purchasing portal.
- Submit bid, quotes, place orders, vast experience of import & export process
- Maintaining the P.M services of the Heavy Equipment's, loaders, Pipe Loaders, Graders, Fork-lifts, Air compressors and welding machines. Purchasing required parts,
- Excellent Multi-tasking Ability.
- Communication with mechanics and on daily basis and resolve issue related to the equipment's and much more....

❖ **Bid Manager 2015 to up to date.**

- Sap Arabia Aramco E-market place
- Reviewed and analyzed bid proposals.
- Developed effective external purchasing strategies.
- Negotiated with the clients to fine-tune terms associated with each bid.
- Work with accounting department to verify budget availability.
- Maintained database tracking results of all bid proposals.
- ECN portal

❖ **Contract coordinator from 2016 up 2019.**

- Excellent customer service
- Maintained computer and physical filing system.
- Invoiced rental agreements.
- Service Entry Sheets
- ISSR Role

❖ **Saber Electronic Platform /SASCO**

- Product registration (Regulated/Non-regulated)
- COC request process and finalization of Certification.
- Issuance of Self-declaration Certificate
- Issuance of Shipment Certificate
- Exemption Certificate for Non-Commercial product.
- Ability of getting many kinds of product Certification as per requirement.
- Ability to get SASO Certification.

❖ **Commercial Manager 2020 Up to date**

- Financial management of projects, negotiation and agreeing contracts and verifying employee performance.
- Management skills as well as financial reporting ability.
- Bid on new projects and negotiate contract terms
- Recruit and oversee contractors and vendors
- Manage client relationships and identify opportunities for new contracts.

Personal Details:

Name of My Father	:	Mohammad Yousaf
My Date of Birth	:	1 st March 1980
Sex	:	Male
Marital Status	:	Married
Nationality	:	Pakistani.
Passport Number	:	AV3497863
Date of Issue	:	19 th July 2017
Valid Up till	:	18 th July 2022
Place of Issue	:	Riyadh
Valid Saudi Driving License Exp	:	30/08/2025

Contact References:

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Email : mohammadtariqbutt@gmail.com
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P.O.BOX # 517, Dammam – 31421, K.S.A

Languages Known

- English : Read, Write, Speak (fluent)
- Urdu : Read, Write, Speak (fluent)
- Arabic : Read, Write, Speak (fluent)
- Punjabi : Read, Write, Speak (fluent)
- Pashto : Speak (Semi-fluent)

Computer's proficiency:

MS-WORD, EXCEL, POWER POINT, INTERNET & E-MAIL.

Self-Evaluation:

- Strong analytical Skills, High attention to details.
- Strong contractual Knowledge,
- Professionalism
- Problem Solving
- Organizational and time management skills, Excellent interpersonal skills
- Ability to understand buyer need and the sales process,
- Ability to communicate clearly.
- Project management & communication.
- Negotiation, Attention to details & strong understanding of Agreements.
- Excellent Communication Skills
- Pleasing Personality
- Hard Working
- Good Listener & immediate learner
- Confident
- Strong work ethic.
- Team building.
- Ability to work well in group settings,
- Solid understanding of placing bids for both private and public sector projects
- Skilled with the implementation of various transportation options.
- Ability to meet tight deadlines and resolve unexpected issues.

Interests & Hobbies

Reading
Watching News & Market Updates
Internet surfing

I, the undersigned Mr. Mohammad Tariq Butt do here by intimate you that all the information provided above are true to the best of my knowledge & belief.

Mohammad Tariq Butt