

Resume

MUHAMMAD KAMALUDDIN
House No. R-42 Sector 15-A/2
Malik Society Scheme-33
Gulzar-e-Hijry
Karachi.
Phone: 021-34183817
Cell #: 03212991597
E-mail: kamalkud@gmail.com

PERSONAL INFORMATION

Father's Name: Muhammad Sharfuddin
Date of Birth: August 20, 1976
Marital Status: Married
Religion: Islam
Nationality: Pakistani
NIC: 42401-1579153-3

CAREER OBJECTIVE

To obtain a career oriented position in an organization, this utilizes my leadership, interpersonal, communication & planning skills and provides opportunities for growth.

PROFESSIONAL QUALIFICATION & TRAINING

Ø Personnel Management from Institute of Business Administration Karachi.

ACADEMIC QUALIFICATION

- Ø Bachelor of Commerce from Karachi University.
- Ø Higher Secondary Certificate from Karachi Board.
- Ø Secondary School Certificate from Karachi Board.

COMPUTER PROFICIENCY

Having sound knowledge of the Microsoft Windows application packages, especially:

- Ø Microsoft Word
- Ø Microsoft Power Point
- Ø Microsoft Excel
- Ø ERP

WORKING EXPERIENCE

- ✓ Working Tufail Chemical Industries Ltd, as a Purchase Officer from April 2016.
- ✓ Worked, HMA Pumps (PVT.) Ltd as a Purchase Officer September 2015 to March 2016.
- ✓ Worked, ASG Metals Ltd as Purchase Officer May 2012 to July 2015.
- ✓ Worked XMO Construction as Purchase Officer May 2010 to May 2012.
- ✓ Worked in Prudential Discount & Guarantee House Limited as a Share Officer & Operation Officer from 2003 to 2008. I was mainly responsible to coordinate with Karachi Stock Market for share transactions.
- ✓ Worked Prime Insurance Company Ltd, as an Asst. Manager Admin 2001.

1. Reviewing requisitions and taking quotations.

2. Creating Purchase Orders Engineering - Services-QC and Materials.
3. Visit Market on daily basis for sourcing.
4. Visiting vendors for machining of parts as per plant specification.
5. Collection bills completing documents / verification and submission to accounts for payments.
6. Follow up the deliveries.
7. Taking approvals of Directors for jobs as regard to cost and specifications.
8. Preparing coal purchase orders and arranging timely deliveries at plant.
9. Inquiring plant managers on daily basis about any urgent demand.
10. Resolving accounts quires as regard to bills and quantities.
11. Follow up of advances and providing outstanding bills for advance resolutions.
12. Accompanying with finance team during signing of suppliers cheques and answer director quires.