

Asif-ur-Rehman

House # 80, Street # 02, Block-E, Macca Colony
Gulberg III, Lahore.
Cell # 0307-4944155.



Objective	Pursuing a challenging role in a competitive environment; seeking continuing professional growth, deploying my skills and experiences whilst achieving targets of the Organization.
Academic Education	<ul style="list-style-type: none">• Bachelors in Art Private (under process)• Intermediate Of General Science Board of Intermediate and Secondary Education, Lahore.• Matriculation Board of Intermediate and Secondary Education, Lahore.
Industry Experience	<p>Silver Fiber Spinning Mills Ltd <u>From: April 2020 to till date</u></p> <p>I have worked in Silver Fiber Spinning Mills ltd as Purchase Officer. During the job period I have conducted STORE PURCHASE CONTROL SYSTEM REVIEW and implement & inventory control software.</p> <ul style="list-style-type: none">• Monitor the process of Professional Services Purchase.• Daily screening of Purchase Requests release status.• Rising of Purchase Orders.• Manage the flow of information between the company and its Suppliers.• Independence in performing own job. Knowledge of fully integrated inventory control software. <p>Wisal Kamal Fabrics Pvt Ltd <u>From: April 2018 to Mar 2020</u></p> <ul style="list-style-type: none">• Prepare the purchase order or service order• Daily screening of Purchase Requests release status.• Manage the flow of information between the company and its Suppliers.• Independence in performing own job. Knowledge of fully integrated inventory control software.

Saya Cotton Mills Pvt Ltd

From: Nov 2008 to April 2018 (10 year Exp)

- Indenting as per requirement.
- Obtain quotations and negotiate for the best price and prompt delivery
- Rising of Purchase Orders.
- Manage the flow of information between the company and its Suppliers.
- Independence in performing own job.
Knowledge of fully integrated inventory control software.

Acro Textile Mills Ltd

From: April 2005 to Oct 2008 (3 year Exp)

Worked in Acro Textile Mills Ltd as Purchase Officer

- Overall responsible for Inventory / Stock Maintenance.
- Settlement of Customer's claims.
- Order Execution / Dispatch of goods to mills.
- Indenting as per requirement.
- Find out the ways of transportation.
- Follow up of balance material.
- Maintaining proper records of supply.

Gulistan Spinning Mills Ltd

From: July 1999 to Nov2005 (6 Year Exp)

Worked in Gulistan Spinning Mills Ltd as Purchase Officer

- Obtain quotations and negotiate for the best price and prompt delivery
- Coordinate warranty claims and service requests
- Prepare the purchase order or service order
- Facilitate the accreditation of new suppliers
- Monitor and address supplier delivery performance
- Managing the process of mill demand and store issuance.
- Preparation of purchase note.
- Reconciliation of store purchase with account department.
- Reconciliation of parties account with company ledger.
- Controlling the cost of inventory

Computer Skills

- Command in using MS Office, and accounting/Inventory software used by employer's organization.

Capabilities and work style

- Ability to successfully manage multiple priorities and assignments
- Possess effective presentation, verbal and written communication skills
- Hard worker, Team player, enthusiastic and energetic to meet deadlines
- Proficient in writing, reading and speaking English and Urdu.

**Personal
Details**

Date of Birth: Nov 17, 1978
Nationality: Pakistani
CNIC: 35200-1469056-9