

CURRICULUM VITAE

OBJECTIVES & VISION:-

Seeking challenging position substantial responsibilities where my varied experienced would be fully utilized and where i make significant contribution my employer which will gain me career opportunities.

NAME	HAIDER RAZA	
FATHER NAME	ABDUR RAZA ALI	
MARTIAL STATUS	MARRIED	
DRIVING LICENCE	VALID SAUDI LTV DRIVING LICENCE	
NATIONALITY	PAKISTANI	
MOBILE # & Whats App	+92 3345389232	
CURRENT LOCATION	PAKISTAN	
JOB STATUS	<u>WAREHOUSE SECTION / ADMINISTRATION</u> <u>COMPUTER OPERATOR / OFFICE JOBS / SUPERVISOR</u> <u>MATERIAL COORDINATOR / STORE MANAGER ETC</u>	
PASSPORT NO	CV9899403	
PASSPORT EXPIRY	20-2-2033	
TOTAL EXPERIENCE	(+20)YEARS EXPERIENCE WITH DIFFERENT JOBS	
EMAIL ADDRESS	raza.alfanar@gmail.com	
DIGITALSKILLS	<u>FREELANCING / E-MAIL SCRIPING / WEBSITE SCRIP</u> <u>CANVA DESIGN AND TEMPLATES / LOGO DESIGN</u>	

ACADEMIC QUALIFICATIONS

One year Diploma in (SCM) Supply Chain Management with first Division from (M.A.T.H.H INSTITUTE OF SOCIAL & HELTH SCIENCE OF TECHNOLOGY)

Degree / Certificates	Board / University	Year
Supply Chain Management	Karachi	2014
Graduation	Peshawar University (KPK)	2002
Intermediate	BISE Peshawar (KPK)	1998
Metric	BISE Peshawar (KPK)	1996

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Professional Qualifications:-

Courses	Organization	Duration
Marketing Executive	Allama Iqbal Open University	3Monthths
Certified Teacher (C.T)	Elementary Male College Kohat. Having best performance Award with 1st division 788/1200	1Year
Computer Skill	Six Months MS Office & One Year Diploma of Computer Software From Comp-Tech Degree College Kohat.	1Year

From last Three (3) Years I am doing Photo Copy Bussiness. And giving difrents facilities to my a valuable Customers. Such as Photo Copy / Printing Scaning and E-mail Services. And gain a Good Experience from the above Services. Beside this I am also working for Nadra database. I am licence holder of Nadra Kyack Center. (Nadra e – Sahulat)

What I deal for Nadra data base Center and facilities to a valuable Customers:-

- Utility Bill Payment Collection (All Utility Companies)
- Domestic Remittance (Jazzcash & HBL Express)
- Zakat and Pension Disbursement.
- Micro Finance Loan Instalment Collection.
- Student Fee Collection (Virtual University of Pakistan)
- Donation Collection.
- Biometric Verification
- Domicile Verificatio
- Covid -19 vaccine Certification

FROM 23 Aug 2008 TO 31-03-2017:-

+10 Years worked Experience as a Project administrator, Project office Assistant, Project Store officer, Project Material Coordinator with Al-Fanar Construction Co. (KSA)

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Sep 2007 to 16 Aug 2008:-

Worked with Shaheen Airport Services, (SAPS) Benazir Bhutto International Airport Islamabad As a Traffic Assistant.

Major Responsibilities in Shaheen Airport Services Islam Abad Pakistan:-

- **Arrival Duties.**
- **Baggage lost and found**
- **Baggage segregation.**
- **Passenger guidance.**
- **AHL Reporting and Telexes to Head office Atlanta.**
- **Lounge Boarding.**
- **Aircraft Boarding.**
- **Deport Passengers Handling & Facing.**

Baggage Responsibilities In Shaheen Airport Services Islam Abad Pakistan :-

- *Implement safety procedures and standards in handling customers' baggage.*
- *Keep track of the baggage and cargo while transferring from cars, buses and to the aircraft.*
- *Ensure delivery of baggage, mail and cargo to the rightful owners.*
- *Lift and handle weighty baggage weighing 50lbs.*
- *Direct and interact with clients in the delivery processes of their baggage.*
- *Protect customers' baggage, cargo and their items from theft, loss and damage.*
- *Perform baggage handling procedures like paperwork and documentation.*

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Administrator Responsibility In Al-Fanar Construction company:-

- *Supervise administrative staff and divide responsibilities to ensure performance*
- *Manage agendas/travel arrangements/appointments etc. for the upper management*
- *Manage phone calls and correspondence (e-mail, letters, packages etc.)*
- *Support budgeting and bookkeeping procedures*
- *Create and update records and databases with personnel, financial and other data*
- *Track stocks of office supplies and place orders when necessary*
- *Submit timely reports and prepare presentations/proposals as assigned*

Major Responsibilities' in Alfanar Construction's Company:-

Position Held: Store Officer / Material Coordinator / Inventory Controller:-

Inventory Soft ware experience:- Navision & SAP:-

SAP Soft ware Experience :- SAP GUI CLIENT 500

Desired Skills

- *Advance Knowledge in the Supply Chain Department's operations*
- *Advance Knowledge in Project office.*
- *Advance Knowledge in Administration record.*
- *Advance Knowledge in SAP Software.*
- *Advance Knowledge in Inventory handling & organization.*
- *Advance Knowledge in Warehousing Functions.*
- *Advance Knowledge in Inventory Management Systems.*

Material Coordinator:-

- **Responsible in receiving & checking of company materials deliveries duties to check the quality of items received, as per purchase Order description & specification required.**
- **Issue & control warehouse & yard materials.**
- **Arrange & Segregate Material in their Corresponding Location**
- **Receiving all material & equipment of (SEC) Saudi Electric Company as per Our Company Procedure such as ABB Spare Parts and others accessories.**

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- Hand over to (SEC) all related Material & Equipment as per company Procedure.
- Making Report of Material Scrap disposal such as Wooden, Iron, Aluminum/Copper and cables.
- Maintain all information for status of materials on weekly basis.
- Coordinate with SM/PM about incoming material and Outgoing Materials'
- Coordinate with SM/PM about transfer Materiel Project to Project. Reporting directly into the Warehouse Section Manager.

Material Management:-

- Receiving material at incoming by store.
- Checking delivery note, packing list transfer note etc
- Material issue as per request.
- Daily update of temporarily issued material
- Material segregation
- Special storage arrangements as per manufacturers recommendation
- Material return voucher & its Stock updating.
- Stock defective and good materials separately
- Material identification & traceability.
- Materials with limited self life to follow FIFO Implementation
- Handling of expired material
- Zone identification

Communications & working Relation Ship:-

- Internal: PM, SM, Head Office, All Site Staff.
- External: Vendor, Supplier, and Saudi Electric Management.

Additional Skills :-

- Good Communication Skills
- Excellent attention to detail
- Ability to work independently and work in a team
- Able to adhere to company's Policies and Procedures
- Competent at responding quickly in emergency situation

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Languages:-

**Fluency in written and spoken English
Fluency in written and spoken Arabic
Fluency in written and spoken Urdu,
Fluency in written and spoken Pashto**

Interests:-

Using net, reading newspapers, playing cricket, Football, Watching TV & trekking. Keeping in Vie w my previous experience and achievements of the above mention in different fields. I am sure that "Insha'Allah" I will prove myself above the board & will become an asset for your organization. I would try my level best to uplift the organization's growth by leaps & bounds.

Declaration:

I certify that the above information is true and correct to the best of my knowledge and ability