

# MUHAMMAD NOMAN (MBA, LEAN CERTIFIED)

A self-motivated extrovert, having interest in Supply Chain Management and strategic planning field and extremely determined towards any opportunity where can learn valuable skillset, a hardworking individual and a perfectionist. Also, An MBA (SCM) and Certified Green Belt in lean Six Sigma recently served as SCM Analyst in Artistic Milliner PVT LTD, I am equipped with 3+ years of experience in Managing SCM operations.



Mobile#:

00971589811628

E-mail:

[Nomi.noman9192@gmail.com](mailto:Nomi.noman9192@gmail.com)

LinkedIn:

[muhammad-noman-1b624ab6/](https://www.linkedin.com/in/muhammad-noman-1b624ab6/)

## Experience:

(2018-12 to 2022-09)

**Procurement officer / SCM Analyst - Artistic Milliner's Pvt. LTD**

### Roles and responsibilities:

- Through KAIZEN establishing mechanisms that help to achieve targets and conduct Analysis
- Communication and Organizational Skills and recording data for Forecasting and demand Plan.
- Managing Customer relation, Public Relation and resolving Issues strategically.
- Leading & Managing team for Procurement to Manage customers like GAP, J.J, P&B, WALLMART etc.
- Negotiating and evaluating supplier & Vendors for the business and Environmental suitability.
- Ability to Multi-task and Analyzing Trends and can work in high pressure and competitive environment.
- Creating savings for enhancement of Organization Business through Lean, ability to set right priorities.

(2018-01 to 2018-12)

**FLA / Remittance officer (Dollar Shop Currency Exchange Franchise PCEC Pvt Ltd)**

### Roles and responsibilities:

- Day to day process managing, control and monitoring of outwards/ inwards remittance payment of Western union and Money Gram customers
- Coordinates set-up and maintain activities for the remittance processes and related equipment
- Maintains inventory of remittance processing supplies.
- To manage accounts monthly reconciliation report and investigate on any interest differences with IT

- Verifying that all required documentation has been completed for each transaction
- To handle creation/maintenance/closure of customers' data in systems and internal Registers upon receipt instruction from the team in charge.
- To perform Internet Banking Administrator functions & provide daily support to customers for internet banking services.
- To handle any other duties assigned by the department head & Head of Operations.

(2017-10 to 2017-12)

## Internee - Pakistan Civil Aviation Authority

### Roles and responsibilities:

- Managing logistic operation for issuance and receiving of goods
- Controlling inventory to maintain stock and updating the system on daily basis
- Internal and External order handling along with the RFQ, PO, etc.
- Opening bidding for the vendor/supplier for RFQ's
- Meeting and closing contract in detail as per Requirements and Terms.
- Presenting new coming projects which are beneficial for organization.
- Analyzing the market trends for cost controlling and budgeting
- Dis-mantling of the product which got expired
- Reconciliation those items which can help at the time of need and reduce cost of organization.

### IT Proficiency and Professional skills:

- Administration, Strong Presentation and Analytical Handling
- Responsible for organizing various team building initiatives
- Hard-working with Communicational, Operational and Problem-Solving skills.
- Led a training on optimizing employee workload
- Hands on practical experience of using **ORACLE / ERP / SQL**
- Proficiency with Advance Microsoft Office products (Excel, Word, PowerPoint, Outlook)

### Education:

- **MBA** (Masters of Business Administration) |  
Bahria University Karachi campus
- **BBA** (Business Administration and Management) |  
Bahria University Karachi campus

- **Intermediate** (Computer Science & Information) | Bahria College Karsaz
- **Matriculation** (Science Group) | Oxford Grammar Secondary School

### Accomplishments & Professional Developments:

- Honor Award (2015) Bahria Marketing Society (**Bahria AD-VENTURE**).
- Certified **Lean Six Sigma Green Belt** from (BISV).
- Awarded for Research Paper on "**Impact of Poor Eyesight on Educational Outcomes**".
- Certificate Awarded "**Mega Presentation**" by BSPC.
- Certificate awarded for "**Kar Dikhao Action Social Activity Campaign**".
- Certificate Awarded for **How to achieve success**
- Certificate Awarded for **Develop Leadership Qualities**
- Certificate Awarded for **Programming Language C, C++**
- Certificate Awarded for **English Language Advance**
- Certificate Awarded for **MS Office Expert**

### Personal Information:

- Date of Birth : Jan 27, 1995
- Languages : English, Urdu
- Nationality : Pakistani
- Marital Status : Single

I hope I have expressed myself concisely and convincingly. Looking forward for a fruitful discussion and thanking you in anticipation. **Reference will be furnished on request.**