




PROFILE

With success in an environment of growth and excellent, and earn a job which provides me job satisfaction and self development and help me.

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 30-DECEMBER-1994

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 PAKISTAN

 UAE

EXPERTISE

- quickbook
- microsoft office
- Purchasing
- Vendor management
- Inventory management

LANGUAGES

ENGLISH



URDU



WALEED ZAHID BUTT

EXPERIENCE

– RM SALT Pakistan – Himalayan Salt Experts | 2022–2023
Procurement Officer

- Purchase supply of products/materials.
- Review Purchase Requisition, clarifications with end-user.
- Vendor Sourcing and market survey to get Competitive quotes and negotiation
- Work with the procurement HOD to complete duties as needed.
- prepare PO for order
- Maintain records of purchases, pricing, and other important data
- Manage relationships with vendors, suppliers and contractors that facilitate smooth flow of services.
- To research potential vendors.

– United Ethanol Industries Limited | 2021–2021
Assistant Officer Logistics

- Tracks and monitor incoming shipments & fixing shipping errors
- Coordinating and tracking transportation movement of shipments & Coordinating the shipments with an agent
- Approved import & export permit for excise office

– Jubilee General Insurance Company Ltd | 2019–2019
sales trainee officer

- Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones
- Contact potential clients and create rapport by networking, cold calling, using referrals
- Collect information from clients on their risk profiles in order to offer them the proper solution
- Fulfill all company-established policy obligations

EDUCATION

MBA (SUPPLY CHAIN MANAGEMENT) | 2020–2022
Iqra University Karachi

BBA (MARKETING) | 2015–2018
Bahria University Karachi

INTERMEDIATE (COMMERCE) | 2012–2014
Govt.City College FB Area Karachi

REFERENCE

Available upon request

PROFICIENCY

- BUILD BETTER VENDOR RELATIONSHIPS
- MANAGE SOURCING OF SERVICES, SUPPLIES, ASSETS AND WORKS.
- SUPPLIER MANAGEMENT TO ENSURE QUALITY OF GOODS AND SERVICES.
- CONTRACTS MANAGEMENT FOR THIRD PARTIES.