



# SHAFIULLAH SAIF-UR RAHMAN

- **PROCUREMENTS & PURCHASING ADMINISTRATOR**
- **WAREHOUSE ADMINISTRATOR**

## PROFILE:

Developing and implementing inventory control systems and practices. Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases. Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing. logistics or warehouse operations expertise, communication abilities, time management, accuracy, and computer competencies.

## CONTACT

Mobile:  
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## EMAIL:

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## LANGUAGES

English: ★★★★★  
Arabic: ★★★★★  
Urdu: ★★★★★  
Hindi: ★★★★★

## TECHNICAL QUALIFICATION

Heavy equipment's Training Certification

## EDUCATION

**Ghazali Public School**

Higher Secondary School Certificate (2010)

## WORK EXPERIENCE

### INVENTORY CONTROL SPECIALIST

EAU DE ROSE, DOHA QATAR

July 2019 till present

## RESPONSIBILITIES

- ✓ Follow procurement procedures, maintain an update list of current and incoming inventory, and responsible for approving purchases
- ✓ Estimate and establish cost parameters & budgets for purchases as per approval
- ✓ Create and maintain good relationship with suppliers
- ✓ Make professional decisions in a fast-paced environment with update and approval of the management
- ✓ Maintain Documentations, records of purchases, pricing and other important data
- ✓ Review and analyze all suppliers, supply, and price options
- ✓ Develop plans for purchasing equipment's, service and supplies considering to the urgency
- ✓ Negotiate the best deal for pricing and supply contacts
- ✓ Ensure that the products and supplies are high quality
- ✓ Maintain and update list of suppliers & their qualifications, delivery times and potential future development

## CRAPE BECHAMEL RESTAURANT

### Store Manager

Dec 2017- June 2019

- ✓ Receive and forward all goods & deliveries in & out of the restaurant in the correct point of contact storage area
- ✓ Monitor & take inventory on regular basis to complete orders based on the par levels or needs
- ✓ Responsible to verify all goods arrived as per the agreed purchase
- ✓ Delivery note & Agreed quantity has been received
- ✓ Maintain clean & organized records to ensure all reports and invoices are filed and stored properly

## SHAIKH AHMED BIN ALI AL THANI

### PERSONAL MANAGER

Feb 2013 – May 2015

- ✓ Delivery of personal and business related documents to the specified destination
- ✓ Arrangement of meeting with other company's head
- ✓ Provide required facilities in a timely manner

## DOCUMENTS CLEARANCE, KARACHI, PAKISTAN

### DOCUMENTS CLEARANCE COORDINATOR

Jan 2010 – June 2012

- ✓ Assists the company's legal documents for providing & cleaning the documents related to case of city court
- ✓ Providing personal assistance and solution to the external customers in order to resolve their immigration related issues
- ✓ Foreign affairs, education etc. chambers of commerce affectations to the corporate/ personal clients

## SKILLS

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Customer Care	<div></div>
Complex Problem solving	<div></div>
Budget Management	<div></div>
Leadership Skill	<div></div>
Administrative Skill	<div></div>

I hereby certify that the above information is true to the best of my knowledge & belief.

Shafiullah Saif Ur-Rahman