

Ahsan Nawaz Malik

Procurement Specialist/ Computer Operator

👤 Profile

Highly organized and detail-oriented professional with 7 years of combined experience in computer operations and document control. Proficient in Aconex, Oracle, Odoo, and Microsoft Office Suite (Excel, Word). Proven ability to manage large volumes of data, maintain accurate records, and ensure the smooth flow of information within an organization. Adept at using technology to streamline processes and enhance efficiency. Seeking to leverage my skills in a challenging role where I can contribute to operational excellence

📅 Employment History

Procurement Specialist at WASAD Industrial Company SAUDI ARABIA

January 2025 — Present

Key Responsibilities:

Purchase Order Management:

Create and process purchase orders (POs) based on approved requisitions from various departments.

Ensure all purchase orders are accurate, complete, and authorized according to company policy.

Track and manage the status of all outstanding purchase orders.

Supplier & Vendor Management:

Identify, vet, and qualify new suppliers and vendors.

Negotiate pricing, terms, and contracts with vendors to secure the best value for the company.

Build and maintain strong, positive relationships with key suppliers.

- Document Controller at SAUDI PAN KINGDOM
 - SAUDI ARABIA
 - September 2023 to December 2024
 - NEOM Approved Document Controller
 - Document Management: Maintain and manage all project-related documents, including production data, quality control records, and material delivery notes, within the Aconex platform.
 - Data Compilation: Collect and verify daily production data from batching plants, ensuring accuracy and completeness of information related to concrete mixes, quantities, and raw materials used.
 - Report Generation: Utilize Aconex to compile and generate regular production reports, including daily, weekly, and monthly summaries. These reports would track production volumes, material consumption, and operational efficiency.

COMPUTER OPERATOR AT PAKISTAN AGRICULTURAL RESEARCH CENTRE, ISLAMABAD

DECEMBER 2017 — AUGUST 2023

Troubleshooting & Support: Act as the first point of contact for IT issues. Diagnose and resolve common hardware and software problems, escalating complex issues to appropriate technical teams.

Documentation & Reporting: Maintain detailed logs of operational activities and system changes. Generate regular performance reports for management review.

Application Expertise: Utilize a high level of Excel and Word expertise to create, manage, and analyze reports, documentation, and data. This includes using advanced formulas, pivot tables, and

Details

Al Makkah, Saudi Arabia

Awannahsan@gmail.com

Passport #

GJ0763591

Skills

Decision Making

Problem Solving

Adaptability

Time Management

Leadership Skills

Ability to Work in a Team

Languages

Urdu

English

Education

Bachelors of Commerce

Certification

Google Data Analytics