

Shazib Tahir



ADDRESS

Al hail Street No. 23 Thoqba
- Al Khobar
Saudi Arabia

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EMAIL

shazibmughalid@gmail.com

DATE OF BIRTH

Oct 15, 1988

NATIONALITY

Pakistani

LANGUAGES

Urdu, Native
English
Arabic

IT SKILLS

MS Excel
MS Word
MS Power Point
JD Edward
SAP
Web Browsing

OTHER SKILLS

Practical problem solving
Presentation skill
Typing (40words/minute)
Excellent communication

EDUCATION

2011	Bachelor In Commerce B.COM	Punjab University
2008	Intermediate in Commerce I.COM	BISE Gujranwala

PROFESSIONAL EXPERIENCE

2024 – So ON **IHC (INNOVATIVE HORIZON COMPANY)**



Project lead officer

IHC is a refined and highly effective Company. It employs more than 100 staff, providing comprehensive Contracting, Fabricated Solutions, Marketing, Logistics and Maintenance industrial solution provider, known for quality, innovation, and sustainability services throughout the Kingdom of Saudi Arabia.

RESPONSIBILITIES

- Monthly and PO (Zoho)
- Dealing with brokers and clients
- Operating C track
- Supervision of projects
- Lead teams work on project
- Maintain cash flow
- Manage petty cash
- Supervision on laser cutting plant
- Supervision on fabrication plant
- Collection and verify PFI's with PO's
- Responsible till Goods received in Warehouse .
- Enter item in system for inventory department.
- Prepare folders for our data keeping.

2023 – 2024 **AL Muhaidib Group**

Mayar Foods

Purchasing Officer

Mayar Foods Company is a refined and highly effective Company. It employs more than 2500 staff, providing comprehensive sales, marketing and distribution services from 11 locations throughout the Kingdom of Saudi Arabia.

RESPONSIBILITIES (Import)

- Monthly and Quarterly Purchase orders (SAP)
- Dealing with suppliers
- Dealing with brokers
- Operating C track
- Insurances
- Bank LC's (generating)
- Tracking Purchase orders
- Tracking shipments.
- Arrange all import documents.
- Collection and verify PFI's with PO's
- Create IBD's Inbouded delivery (SAP)

Maintain Arrival files

- Maintain brands files
- Responsible till Goods received in Warehouse .
- Enter item in system for inventory department.
- Prepare folders for our data keeping.

(Export)

- Received PI from customers (internationally)
- Check Availability of stock
- Confirm PI and Generate Commercial INV's (SAP)
- Took Approvals from Management
- Arrange all export documents (Chamber, COO, SFDA)
- Arrange transport (GCC and outside GCC)
- Coordinated with Warehouse
- All documents and pictures stored in our files
- Maintained al DATA



2016 – 2023 **Sara Group Holding**

Assistant & coordinator Purchasing and shipping Manager

Sara Corporation is a refined and highly effective Company.

It employs more than 600 staff, providing comprehensive sales, marketing and distribution services from 11 locations throughout the Kingdom of Saudi Arabia.

RESPONSIBILITIES

- Monthly and Quarterly Purchase orders
- Tracking Purchase orders
- Tracking shipments .
- Arrange all import documents .
- Collection and verify PFI's with PO's
- Track item by item with PO's.
- Responsible till Goods received in Warehouse .
- Enter item in system for inventory department.
- Prepare folders for our data keeping.

2016-2018

Sara United Corporation (FMCG)

Coordinate Sales and marketing Manager

RESPONSIBILITIES

- Make & Share with all SARA Sale Team MTD, QTD & YTD sale and stock reports on weekly basis
- Assist in allocation, segregation & consolidation of Sale & Collection Target
- Travel Arrangements

- Self-Correspondence
- Coordinating and arranging events, function and meeting

- Handle Customer Agreement Request Form (CARF)
- Facilitate day to day Sale operation

REFERENCE

Reference may furnish on demand

2011 - 2014

Abbasi Catering
Event Manager

Sialkot -PK

Abbasi catering Sialkot based well known event company, handling All types of events (marriage, engagements , parties , meetings)

RESPONSIBILITIES

- Purchasing & handling all vendors
- Event Management
- Food purchasing
- guiding in decor
- Account payable and receivable managing

2008 - 2011

Naeem Electronics
Branch Manager

Sialkot - PK

I started my job as field worker(Inquiry officer) but within 9 month I promoted as assistant BM and very soon became Branch Manager.

RESPONSIBILITIES

- Boosting sales
- Ensure to achieve monthly sales target
- Installment Sales Managing
- Cash sales Managing
- Recovery of instalment sales
- Reporting daily to ZM (Zone Manager) regarding sales & recovery

HONORS AND AWARDS

Bettina Brenner Inc. (One of Sara Corp.'s business partner) awards me their special commendation for contribution to the outstanding sale and marketing.