



MUHAMMAD AHMAD RAZA



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Lahore Pakistan

CAREER OBJECTIVES

To flourish under efficient and professional management to extend knowledge, in the

“PROCUREMENT DEPARTMENT”

To strive hard for success of both organization and the individual. I am versatile in nature with an inclination to learn new things and ability to grasp things with a little orientation. I have overall 5 years of work experience in “PURCHASING FIELD” and sales in Saudi, India.

TRAININGS & SEMINARS

Saudi Aramco

Aramco, I Excel Program 2013 Management

EDUCATION

Bachelor of Arts (B.A.)

Board of Intermediate & Secondary Education

Lahore Pakistan

Faculty of Arts (F.A.)

Board of Intermediate & Secondary Education

Lahore Pakistan

Matriculation

Board of Intermediate & Secondary Education

Lahore Pakistan

EXPERIENCE



Data Entry Operator / Data Record Controller

Govt of Punjab Lahore Primary and Secondary Health Care Department

(Jan. 2020 to Present)

- Handling all types of data entry records such as:
 - Death Record
 - Polio Record
 - Corona Vaccine Record
 - One Health Program Data



Sales Representative

LAFI AL-SHAMMARI TRADING

(Feb. 2017 to Dec. 2019)

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs.

EXPERIENCE

- Establish, develop and maintain positive business and customer relationships.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed upon sales targets and outcomes within schedule.
- Coordinate sales effort with team members and other departments.
- Analyze the territory/market's potential, track sales and status reports.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.
- Keep abreast of best practices and promotional trends.



Purchaser

KHUSHEIM INDUSTRIAL EQUIPMENT

(Jan. 2016 to Jan. 2017)

- Procurement Officer for SADARA Project.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Perform buying duties when necessary. Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Track the status of requisitions, contracts, and orders.
- Locate suppliers, using sources such as catalogue and the internet, and interview them to gather information about products to be ordered.



Procurement Officer and Administrator

TAMIMI PREFAB

(Mar. 2014 to Sept. 2015)

- Received Local Purchase Material Request (LPMR) from requestors as per specifications.
- Sourced, selected and negotiated for the best purchase package in terms of quality, price, terms, deliveries and services with the supplier.
- Devised quotations, sent inquiry, received incoming and outgoing calls as well as fax and emails from the suppliers.
- Prepared purchase requisition and local purchase order for all departments and branches.
- Encoded local purchase order number and purchase requisition with vendors.
- Applied reference in LPMR and attached it with quotations.

EXPERIENCE

- Dispatched/received all local purchase order to/from concerned authority.
- Prepared copies and faxed all local purchase orders to suppliers, stores, workshops and branches.
- Encoded all reference of purchase requisition and local purchase order number, requisition number, vendor's names and date and accordingly forwarded necessary documents to accounts department for payment processing.
- Coordinated with suppliers to ensure on-time delivery and receipt of invoices and delivery notes from them.
- Attached invoices and delivery notes to local purchase ordered as well as checked the details of materials delivered.
- Encoded invoices and delivery note numbers, dates and total value of invoices for Material Received Reports.
- Received MRR documents, verified numbers/dates and prepared list of documents to be sent to the accounting department.
- Executed and monitored all regular purchasing duties, including verifying petty cash fund and filing as well as securing confidential files of the company.
- Responsible for providing general administrative support to enable the smooth and effective running of the business.
- Encoding, monitoring and filing all data.
- Preparing and issuing invoices.
- Photo copying, filing, scanning and carrying out any other administration duties as and when required.
- Processing staff time cards, keeping account of finances and updating staff files.



SAMSUNG ENGINEERING

Document Controller

SAMSUNG ENGINEERING SAUDI ARABIA

(Feb. 2012 to Feb. 2014)

- Undertake various functions related to document control, document archiving, document imaging and maintenance of document registers for construction Projects and /or detailed engineering projects.
- Receives and registers client provided document of detail engineering or Construction Engineering Projects.
- Manage project engineering incoming and outgoing documents and ensure on- time transmittals.
- Controls issuance of document numbers, including maintenance of proper Document register for detail engineering or construction engineering project.
- Sending Email notification in each department for the Weekly and Monthly Progress Report that to be issued in PMT side / Client.

PERSONAL INFORMATION

- Birth Date : August 31, 1991
- Nationality : Pakistani
- Religion : Islam
- Civil Status : Married
- Driving license : Valid

Mr. Muhammad Ahmad Raza

Applicant's Signature



exceeding limits

CERTIFICATE OF RECOGNITION

Presented to

MUHAMMAD AHMAD RAZA AKRAM

DOCUMENT CONTROLLER

This is Certify that Mr. Muhammad Ahmad Raza Akram was working with the project at Samsung Engineering Co. Ltd at Ma'aden Rolling Mill Project Raz Al-Khair KSA as Document Controller from 10th of Feb. 2014 to 21st of Feb. 2014. During his stay we found him dedicated to his job, sincere, hardworking and fully competent in his assigned task.

This Certification is issued upon the request of aforementioned employee for whatever legal purpose it may serve without liability of the company.

Issued this certificate on 21st of Feb 2014 at Samsung Engineering Co. Ltd. Ma'aden Rolling Mill Project at Raz Al-Khair KSA.

For

MR. JOONHO HYUN

PROJECT DIRECTOR

SAMSUNG ENGINEERING CO. LTD



FLUOR
FLUOR KOWEILAT LIMITED



ONETEAM



((Thanks & Appreciations))

Aramco I Excel Program 2013 Management at Al-Huda Int. School

would like to extend our best wishes TO / AHMED RAZA

upon his great efforts and real remarkable cooperation during Aramco Summer Program
(I Excel 2013) from 29 / 7 to 24 / 8 / 1434 . Your participation is very highly appreciated .

The Summer Prog. Manager :

Mr. Al-Safwani Mohammed A.

Aramco Programme representative :

Mr. Al-Bashrawi Abdulhadi M.

