

Mansoor Malik

Assistant Manager Procurement and Logistics

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Karachi



OBJECTIVE

Seeking a better position in a well-established organization, where I can utilize my potentials, skills, and abilities to contribute towards the development of the organization.



EXPERIENCE

Assistant Manager Procurement and Logistics at Borjan Pvt Limitd

09TH JANUARY-2017 TO PRESENT

- Nurtures relationships with suppliers to negotiate the best prices for the company
- Evaluate vendor's quotations to ensure they are in line with the Company Requirements
- . Responsible for daily operations purchasing needs such as planning and following up on purchase order delivery and shipment schedules.
- Keep strong follow-ups with the vendors regarding executions of orders on time
- Tracking of incoming supplies and delivery times to manage expectations in terms of quality and lead times.
- Maintain and update a list of vendors and their qualifications, delivery times, and potential future development.
- Update daily bases order status and keep record of vendor's payment and invoices
- develop business by gaining new contracts, analysing logistical problems and producing new solutions

Client Relationship Executive at Ryan Agencies (Pvt) Limited

OCTOBER-2015 – DECEMBER-2016

- Obtain, prepare and check all necessary documents required to ensure that the documents meet the Customs requirements.
- Coordinate with Team and Customers for planning of import shipment.
- Review, reconcile, and issue bills, invoices, and account statements according to company procedures.
- Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures



EDUCATION

Degree	Board/Institute	Year	CGPA/Grade
MBA Supply Chain	SZABIST KARACHI	August 2014 to Jan-2016	3.15
BBA (Hons)	Sukkur IBA	Feb-2010 to March-2014	2.9 (80%)
HSC (Pre-Engr)	GDC Naushehro Feroze	2009	1 st Division
SSC	G.M.H.S N.Feroze	2007	1 st Division



SKILLS

- Have in depth Knowledge of Vendor Management, Procurement Processes, Logistics management and Project Management.
- Negotiation Skills
- Communication Skills
- Strong interpersonal
- Computer skills
- Team Management



PARTICIPATION:

- Organized the Conference on Supply Chain Management at SZABIST Karachi
- Participated in four days Entrepreneurship workshop at Sukkur IBA in which we were taught about importance of Entrepreneurship, Business Plan and the issues related to the backwardness of entrepreneurship in Pakistan.
- Total Quality Management (TQM) organized by National Productivity Organization (NPO).



ACHIEVEMENTS:

- Have the Honor to get Four Year full Scholarship by Government of Sindh (Talent Hunt Program) for BBA at Sukkur IBA



PERSONAL INFORMATION:

- Father`s Name: Mohammad Sulleman
- CNIC: 45304-4812154-1
- Domicile: Naushahro Feroze (Rural)
- Nationality: Pakistani
- DoB: 8TH September 1990
- Languages: English, Urdu, Sindhi.
- Religion: Islam