

## Omer Farooq Qureshi

**Strong analytical, detail-oriented, efficient, and organized Professional of Supply Chain Management**

81-C, University Town, Sargodha Road, Faisalabad • +92 321 57 21 448 • omi\_abdalian@yahoo.com



I have fourteen years of management (*overall*) including twelve years supply chain experience with specialization in International Business Management & Entrepreneurship from Sweden and have a master's in International organization & International law. I am serving at **The University of Faisalabad (TUF)**, Faisalabad with the capacity of **Head of Placement Bureau/ Career Services & Corporate Linkages** for last more than two years, I developed this department from grass root level by

adopting TQM strategy, and in March 2023 this department hosted a second job fair with over a hundred companies from various corporate sectors.

With the help of my Supply Chain experience, I am able to Provide support to logistics operations and activities, following standard processes and facilitating the effective delivery of food assistance to beneficiaries. I could support timely ordering and delivery of commodities and supplies to authorized partners and destinations. I can perform assigned contracting-related tasks under the overall guidance of the supervisor, and can support management of logistics vendors' contracting activities, including collection and compilation of vendor data, and vendor creation/amendment/deletion in the corporate system. I am able to assist in logistics vendors' contracting activities, including performance monitoring and measurement. I have ability to respond to queries/requests for support, following standard processes, and obtaining guidance as required, to ensure timely and accurate resolution of all inquiries with a high standard of client service mindset. I am able to maintain a filing system of records, whether manual or digital, as required. Prepare records of contact details of different types of vendors on various shortlists. I have ability to collect and compile data, produce reports, and ensure information accuracy in corporate systems to support informed decision-making. I can gather market intelligence and conduct vendor assessments to support the vendor selection process. I could float RFQs and conduct opening of offers through the corporate tendering system. I am expert in data entry of offers received in response to RFQs in Excel formats, ensuring confidentiality and accuracy. I can assist in processing documentation related to contracting, including the issuance of Regret Letters through the corporate tendering system. I can follow-up calls to vendors and clearly communicate for the speedy collection of required information or documentation. I can create liaise with internal and external stakeholders to support logistics contracting management. I can take appropriate actions to resolve issues, and when necessary, escalate issues to the supervisor for proper resolution. I can provide guidance to other support staff to assist them in completing tasks to agreed standards and guidelines, and Perform any other tasks requested by the supervisor

In a nutshell, I am a Strong analytical, detail-oriented, efficient, and organized professional. In short, I will finish this subsection with a quote, ***“Choose a job that you love, and you will never have to work a day in your life”*** –Confucius

I welcome the opportunity for a personal meeting to discuss my qualification and interest in this job. I would like to thank you for your time and consideration.

Sincerely,

Omer Farooq Qureshi



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### **Management**

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### **Professional Experience**

Jan 2021- till date **Head of Placement Bureau at The University of Faisalabad (TUF), Faisalabad.**

- Designed Placement Bureau from the ground up.
- Developed a mechanism to assist graduating students and alumni in pursuing academic career interests that are aligned with their short- and long-term goals.
- Organized **first two consecutive annual job fairs in 2022-23** with involvement of hundred plus companies.
- Organized First Alumni Meetup in the history of the University.
- Planned 80 recruitment drives in 2021-22.
- Conducting **seminars/workshops** to provide career counselling to students in order to assist them in choosing a career.
- Committee member of Final Year Project (FYP) evaluation in terms of business startup.
- Maintaining communication between students, businesses, and professional organizations in order to improve employment opportunities for University of Faisalabad students.
- Signed more than **ten MOU in terms of industrial academia linkages.**

Aug 2015– Dec 2020 **Head Operations/ Procurement at Saudi Arabia Agencies Company (SARA), Riyadh, Saudi Arabia.**

- **Assisted the VP- Product development** with practices by new or changing policies and standards.
- Maintained dept. services by organizing office operations and procedures; provided controlled correspondence solution by designing a filing system.
- Selected transportation routes to maximize the economy by combining shipments or consolidating warehousing and distribution.
- **Improved office efficiency** by planning and implementing SCM workflow at ERP.
- **Developed procedures for coordination of supply chain management** with other functional areas, such as sales, marketing & finance.

Dec 2013- May 2015 **Supply Chain Manager at Sentinel Solar, G.T Road, Taxila, Pakistan.**

- **Hired as a supply chain manager** to Kept track of quality, stock levels, delivery times, transport costs, and efficiency.
- Worked as a Negotiator with suppliers, manufacturers, and consumers.
- Arranged warehouse, plan routes, and process shipments. Supervised, coach, and train warehouse workforce.
- **Achieved the distributorship of Hanergy solar for Pakistan.**
- **supervised “Thin-film Power” project of Haripur University** with the collaboration of Hanergy solar.

Feb 2011- Nov 2013 **Logistic coordinator at Dash Aps (Pvt.) Ltd, Copenhagen, Denmark.**

- **Served as a logistic officer** by keeping a detailed record of Inventory, shipments delivery, and returns of products.
- Read and comprehend legal documents, such as contracts or important documents.
- Generate reports, and develop reports.
- **Built strong relationships with suppliers and distributors.**

Jan 2010- Dec 2010 **Accounts and Admin officer at Saadat Rashid Engineering & Construction, Rawalpindi, Pakistan.**

- Managed office supplies. Prepare regular reports of expenses, maintain the budget and database.
- Organized filing system of important and confidential documents of the company.
- **Developed a systemic procedure of procurement.**



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### Education

- 2010 **MS in International Business and Entrepreneurship** (Equivalence of M.Phil. issued by HEC, Pakistan)  
**Malardalens University, Vasteras, Sweden**  
**Main Subjects:** International business management & Entrepreneurship.
- 2008 **Master in Political Science**  
**The University of Punjab, Lahore, Pakistan**  
**Main Subjects:** International organization & International Law.
- 2006 **Postgraduate Diploma in IT**  
**Punjab College of Excellence, Wah Cantt, Pakistan Focused Area: Enterprise resource planner (ERP)**
- 2005 **Bachelor of Commerce (B. Com)**  
**The University of Punjab, Lahore, Pakistan**  
**Main Subjects:** Statistics and Mathematics, Business Taxation, Auditing, Money, Banking & Finance, Business Law, Economics, Business Communication & Report Writing, Computer Application in Business

### Skill Development Courses

- Completed the course of Climate Change and Sovereign Risk from ADBI.
- Certificate completion of Governing Sustainable Finance from Asian Development Bank Institute.
- Professional Certificated in **Total Quality Management** from **Metropolitan School of Business & Management (UK)**
- Professional Diploma in **Sustainable Management** from **International Business management Institute Berlin (Germany)**
- Completion certificate of **Negotiation Micro Course** from United States Institute of Peace.
- Certificate achievement in Green Investment: Renewable Energy from Asian Development Bank
- Mass Gatherings Risk Assessment Training from World Health Organization (WHO).
- Master Thesis based on TQM, a case study of French IT consultant Multination Company (SOGETI).
- Master Project; "Balancing of Power between Companies" based on ASSA ABLOY.

### IT Skills

- MS Office, the Working experience of ERP: Dynamics GP & Dynamics AX, and Oracle

### ADDITIONAL INFORMATION

- Nationality: Pakistani, Date of Birth: **19 Jan 1984**.
- Interest in: Traveling, watching Hollywood movies, and reading poetry books.
- Visited Country: KSA, Dubai, Sweden, France, Germany, UK, Denmark, Spain, and Estonia

