**Atif Gulzar**

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Postal Address: House no. 520, Street no. 37, Ghouri Town Phase 4A, Islamabad, Pakistan, 44000.

**PROFESSIONAL SUMMARY**

I have accumulated 06 years of experience in Procurement and additional six years specializing in Internal Compliance. My expertise spans across procurement, fortified by exceptional technical skills in computer applications such as Proficiency in MS Office, and other relevant IT applications. Notably, my typing proficiency in Laptop/Computer is up to the mark. Furthermore, I possess hands-on experience in fleet Management, Logistics and store management. I have highest degree in Business Administration and Bachelor’s degree in Commerce from prestigious, accredited universities. Looking for result oriented company to enhance my skills and experience.

**WORK EXPERIENCE**

**Purchase/Logistics office** May 2021- May 2023

Almeer Enterprises: Islamabad, Pakistan

* Purchasing & delivery of products, sourced from Local wholesale suppliers to retail shops.
* Ensuring timely and efficient delivery, and fostering strong relationships with stakeholders.
* Managing inventory levels to ensure optimal stock availability and minimize product shortages.
* Coordinating logistics and organizing the smooth and timely transportation of goods. Developing and maintaining strong relationships with retail partners, addressing their concerns, and providing exceptional customer service.

**Admin-Procurement Officer (INGO)** Dec 2020 - Jan 2021

Ipas Pakistan • Islamabad, Pakistan

Short term consultant- A Project of Global affairs Canada.

* Look after all day to day administrative related matters of the project.
* Manage the supplies of office i.e. Stationery, IT Equipments and Furniture
* Report directly to the Project Manager and up to date her regarding project in writing.
* Support the procurement process of web development firm/agency.
* Liaison with Project team, web developer and Ipas admin, IT and finance teams.
* Troubleshoot any issues faced in smooth conduction of the project.
* Review project financial documents including invoices against milestone of the project and process for approval from Unit lead and submit to Finance for review and payment.

**Procurement Officer/Administration)** Mar 2016 - Aug 2020

READ Foundation • Islamabad, Pakistan

* Prequalification of Potential vendors and strategic sourcing.
* Liable to generate relevant suppliers’ information/lists in data base after prequalification.
* Procurement of goods as per Procurement Policy of company.
* Negotiation with vendors/suppliers and managing good relationship.
* Responsible to prepare comparative statement and ensure the approval from office panels.
* Responsibility to issue Purchase Orders (POs) after approval of comparative statement.
* Responsibility to received goods from vendor and get relevant duly approved invoices.
* Accountable to make sure the payment to vendors by cheque through finance department.
* Nurturing strong supplier relationships
* Coordination with Internal and external departments for services of administration.
* Annual Planning regarding Purchasing of Goods as per policies and procedures.
* Responsible to arrange the events, meeting, guest’s refreshment, food-beverage, transportation, Hotels booking and air tickets for National & International officials.
* Maintaining log book of office vehicles and manage fleet routes for officials in daily basis.
* Effective Documentation (Soft & Hard) of all Procurement and administrative data i.e. approved requisitions, RFQ/RFP, Purchase Order PO, Comparative, GRIN, Gape pass and reports

**Internal Auditor/ Compliance-** Education Sector. Apr 2010 - Mar 2016

READ Foundation • Bagh, Pakistan

* Cross examine and analyze the manual financial record of Schools & Colleges i.e. Cashbook, Ledger, Demand and sanction register, Asset Register, Bank statements, invoices and expenditures files, and other accounting and financial records, documents. Assets coding etc.
* Ensure the annual cross inspection of vehicle and building if applicable.
* Examine accounting records and prepare financial statements and reports.

**EDUCATION**

**Master in Business Administration** July 2007 - Aug 2009

National University of Modern Languages • Islamabad

**Bachelors of Commerce** Jul 2004 - Apr 2006

Punjab College of Commerce • Islamabad

**Post-Secondary Education (Computer Sciences)** Jan 2002 - Apr 2004

Federal Board of Intermediate and Secondary Education • Islamabad

**SKILLS and LINGUISTICS**

* Computer Proficiency in MS Office applications (Word, Excel, Outlook).
* Computer Typing Speed 50/wpm
* Ability to work in fast Pace environment/ in workload and pressure.
* Flexible to work in different working hours. Morning/Evening
* Communication Skills: English, Urdu, Punjabi. And Hindi

**CERTIFICATES**

1. Basic computer Courses. i.e. MS Word, MS Excel and MS Power Point and Touch Typing
2. Certificate in ‘Procurement Management’ from Great Learning.