

# Ehtasham Tahir

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## Career Objective:

I am looking for a position where I can utilize my potential and experience to play a productive role in the organization progress for which I get an opportunity to work.

## Education:

Degree	Institute	Year	Result
Master in Business Administration	Virtual University of Pakistan	2018	CGPA 3.22
Master in Computer Science	IBADAT Intl University Islamabad	2006	CGPA 2.81

## Professional Experience & Skills:

1. I worked as **Manager Supply Chain** at Vision Technologies, Bahria Town Phase 7, Rawalpindi from Dec 2022 to Sep 2023.
  - a) To source out foreign suppliers for different inquiries of clients.
  - b) To send out RFQs to suppliers and to get Quotations.
  - c) To analyze quotations and to negotiate product details and pricing terms.
  - d) To issue Purchase order for qualified supplier.
  - e) To manage payments to suppliers against each order.
  - f) To monitor shipments and to coordinate with freight forwarder and clearing agents for timely clearance of shipments.
  - g) To manage shipping documents and timely release of goods from port.
  - h) To prepare profit and Loss reports for each order.
  - i) To maintain accounting software (Vyapar) for Quotations, Invoices, P.O and payments entries.
  - j) To fulfill accounting role when needed i.e preparing staff monthly payroll, maintaining parties ledgers in Vyapar, maintaining Petty cash and staff salaries accounts etc.
  - k) To fulfill tasks as assigned i.e to source insurance company for staff health insurance and to fulfill new business acquisition tasks as assigned by the management.

2. I worked as **Manager Operation / Record** at Bahria Town (Pvt) Ltd, Phase 8, Rawalpindi from April 2021 to Jan 2022. It was highly responsible position and I suggested real time files tracking system which was developed by IT Department. It was introduced to support Transfer and Operations Department daily files issuance problems and to overcome manual entries system. My responsibilities included following: -
  - a) To manage and maintain more than 100,000 active property files of Bahria Town Rawalpindi/Islamabad.
  - b) To coordinate and monitor files issuance to relevant Departments i.e Transfer, Operation, Customer Relations, Finance/Accounts, Legal etc.
  - c) To monitor daily issuance files to Data Center and Audit for NDC Transfer and NDC Possession files.
  - d) Monitor all documents i.e Allotment, Possession, mails, payment slips (installment fee, Transfer fee, Possession/utility and tax fee) are filed in their relevant files.
  - e) To monitor that files are issued through Record Tracking Management Software (RTMS) and to ensure tracking entries are done daily.
  - f) Monitor all files issuance and receiving and to ensure files are timely issued and received back and placed back in its file cabinets.
  - g) To supervise Record staff and assign tasks according to work requirements.
  - h) Prepare fortnightly and monthly progress reports.
  - i) Monitor and maintain Record Room staff and the workplace respectively for smooth working.
  
3. I worked as **Manager Imports at Bahria Town (Pvt) Ltd, Islamabad**, from Sep 2006 to Mar 2021. I handled Imports of various types for our Projects. My job responsibilities included following:-
  - a) To source-out vendors for our company requirements i.e Lighting poles, Sculpture of Eiffel Tower, Outdoor Sculptures, Playground and fitness equipment, School Furniture, Wooden Doors, Water Fountains, Go Karts (Racing Cars) etc.
  - b) To get quotations from vendors and to do price analysis for best pricing.
  - c) To prepare Proforma Invoices after negotiation with vendor's consent and to keep record of Proforma Invoices for payments.
  - d) To negotiate with Vendors for price terms i.e FOB, C&F, CIF and also payment terms i.e T/T or L/C payment and Lead time.
  - e) To coordinate and guide vendor to prepare shipping documents (i.e Bill of Lading, Trade Agreement Certificate, Commercial Invoice and Packing list etc) according to Pakistan custom requirement so that custom clearance can be done timely and efficiently.
  - f) To coordinate with Finance department for timely release of payments against each order and to maintain payments summary.

- g) To monitor shipments and to coordinate between vendors, custom clearing agents for clearance of goods from port until its delivery at warehouse or site.
- h) To monitor and supervise site installation activity for any imported item like outdoor Sculpture, school furniture if require.
- i) To make arrangements for Chinese vendors or technician (i.e invitation letters, visa processing, traveling itinerary, accommodation etc.

#### **IT Skills:**

- MS Office, MS Project, Vyapar (Accounting Software), DBMS, AutoCAD.

#### **Personal Information:**

CNIC No: 17201-2192047-5  
Date of Birth: 05-Jan-1981  
Nationality: Pakistani  
Religion: Islam  
Marital Status: Married  
Dependents: Six

#### **Languages:**

- English, Urdu & Pashto