

# Resume

# WAQQAS HUSSEIN

- ▶ Experience
- ▶ Related Field
- ▶ Specialization
- ▶ Professional Qualification
- ▶ MBA Major

22+ YEARS

SUPPLY CHAIN / IMPORTS

MATERIALS MANAGEMENT

M.A. (ECON), P.U. & MBA

MKTG & FINANCE



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# RESUME

## WAQQAS HUSSEIN

Permanent Residence : House # 45 – A/ 3, Sanda Road, Opp. C.D.G. High School, Islampura,  
Lahore, Pakistan.

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### PERSONAL PROFILE

Goal-directed, result-oriented professional with a strong commerce background and education. Skilled communicator, persuasive and adaptable. Self-motivated with high energy, initiative and focus. Keen insight into the needs and views of others-able to listen and identify issues or problem areas and formulate innovative solutions. Professional, personable and articulate in presentation. Areas of strength include followings:

- Comprehensive Commerce Knowledge
  - Negotiations/Communication/Facilitation
  - Problem Solving/Decision Making
  - Program Management/right Assessments
- Client / Community Relations
  - Flexible / Assertive / Adaptable
  - Fine Presentation / Speaking skills
  - Excellent Office writing / Drafting

### OBJECTIVE

To acquire a managerial position in a leading national / multinational setup, so that, I can deliver to my next hiring organization, the fruits/benefits of my vast experiences and all my professionally proved methods & techniques in Supply Chain and Materials Management field, enabling both to grow speedily in this highly competitive business world.

### ACADEMIC QUALIFICATIONS

1999 - 2001	<b>M.B.A. (Marketing)</b> Phillipine School of Business Administration, (P.S.B.A) Lahore Campus
1988 – 1991	<b>M.A. (Economics)</b> University of the Punjab, Lahore.
1982 - 1985	<b>Graduation (B.A. Economics, Statistics)</b> Govt. Islamia College, Railway Road, Lahore.
1981 - 1982	<b>Intermediate (F.A. Economics, Statistics)</b> Govt. Islamia College, Railway Road, Lahore.

### WORKING EXPERIENCES

#### Current Job

Duration :	From 1 <sup>st</sup> May, 2017 to Date
Designation :	Sr. Manager, Purchases & Stores
Organization :	Icepack Pvt Ltd, Manga Mandi, 48 KM, Multan Road, Lahore.
Details of Job Description /Responsibilities :	Duties including New purchases, Inventory control Management.
Last Job # (6)	
Duration :	From February 2015 Till March 2017
Designation :	Purchase Officer

<b>Organization</b> : <b>Details of</b> : <b>Job Description</b> <b>/Responsibilities</b>	<b>Ruwad Civil Construction Co. (R.C.C.), Old Mecca Rd, Mecca, S-Arab.</b> <b>Same as noted below at Sr. # 5</b>
<b>Job # (5)</b>	
<b>Duration</b> : <b>Designation</b> :	<b>From 10<sup>th</sup> January 2010 To 20<sup>th</sup> February, 2015.</b> <b>Supply Chain Manager (Purchase &amp; Stores Function)</b>
<b>Organization</b> :	<b>City Steel UAE Mills (Pvt) Ltd, Sheikhpura Road, Lhr. (A Steel &amp; Iron Mills)</b>
<b>Details of</b> : <b>Job Description</b> <b>/Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsibility of Procurements (local items) &amp; Imports (Foreign purchases).</li> <li>• Opening of L/Cs its preparations, arranging document to finalization.</li> <li>• Research and Checking for New Markets / Vendors / Show rooms.</li> <li>• Physical inspection of Supplier Premises (Thru Staff).</li> <li>• Coordination with banks w/r of L/C preparation including all documents.</li> <li>• Managing the Under staff - Purchase and stores Officers total (5).</li> <li>• Keeping eye on Min-Max levels of Inventory enabling new Purchases</li> <li>• Preparation of all workings related to departmental meetings</li> <li>• Maintaining the office records i.e. invoices, PO's, Bills (Thru Staff)</li> <li>• Allocation of day to day purchase/import matters duties to under staff.</li> <li>• Approval for day to day purchasing of items, materials and consumables.</li> <li>• Preparation of any special data for monitoring for smooth working of the Supply Chain department.</li> <li>• Any calculations / working with aim to add value and constant improvement to deliver any new/creative solution and quality to Material Management activities (Through Staff).</li> <li>• Arranging payments of L/Cs with coordination of Accounts &amp; Finance.</li> <li>• To fully participate in growth and profitability of the organization.</li> <li>• Focused on organizational needs and demands to ultimately satisfy the management / stake holders through providing with prompt, personal and effective quality services by taking new initiatives.</li> </ul>
<b>Job # (4)</b>	
<b>Duration</b> : <b>Designation</b> : <b>Organization</b> :	<b>From February 2009 to December 2009</b> <b>Purchase Officer</b> <b>National Operation &amp; Maintenance Co.(H.O.), Nomac, Jeddah</b> <b>(Saudi Arabia).</b>
<b>Details of</b> : <b>Job Description</b> <b>/Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintaining Documents of Department i.e. P.O's Register, Import Register, Bills, Purchase Orders etc.</li> <li>• Generating PO's, RFQ's (Through Computer).</li> <li>• Ensuring the products / services deliveries through tie up with Suppliers on constant basis.</li> <li>• Preparation of Routine Computerized Office Reports regarding Monthly, Half yearly Purchase Activities.</li> <li>• Physical inspection and collection of Materials from Vendor Spots (With Office Van and Driver) and its further deliveries to Unit.</li> <li>• Import matters &amp; documentation finalization.</li> <li>• Record keeping of foreign purchase activities/documentation (Imports).</li> </ul>
<b>Career Job # (4)</b>	
<b>Duration</b> : <b>Designation</b> : <b>Organization</b> :	<b>From July 2005 to December 2009</b> <b>Manager Stores &amp; Purchases &amp; Imports</b> <b>Auto Bake Foods (Dawn Bread), Kot Lakpat, Lahore</b>
<b>Details of</b> : <b>Job Description</b> <b>/Responsibilities</b>	<ul style="list-style-type: none"> <li>• Overall Responsibility of Materials Management Deptt of the Firm Including Procurements and Inventory Management</li> <li>• Regular purchasing of Raw Materials, Packaging Materials, Technical parts &amp;</li> </ul>

Electrical components, Stationary & Chemicals and other Consumables.

- Managing the staff (4 Officers) with Discipline, Office Rules and Ethics (Two each in Stores and Purchase Deptt respectively).
- To look after import activities including, preparation, record, till finalization i.e. dealing with banks with its payments.
- Keeping constant checks on Maximum and Minimum levels for Inventory items in Stores (Thru Staff).
- Maintain the office record, Daily received and delivered items from Inventory section (Thru staff).
- Allocation of day to day purchase activities to Purchase Officers.
- Leading Weekly and Monthly Meetings related to Supply Chain department.
- Report Generation related to Mat. Management issues (Thru Staff.)  
To fully participate in growth and profitability of the organization through providing quality service of Supply Chain Activities.

**Career Job # (3)**

**Duration :** From October 2003 to June 2005

**Designation :** Dy. Manager Purchases

**Organization :** Crescent Textiles Ltd, Sargodha Road, Faisalabad (Leading Producers of cloth, home products for deliver inside the country and Its Exporters as well).

**Details of Job Description /Responsibilities :**

- Responsibility of Buying Department as Dy. Manager including Imports
- Preparation of L/Cs, arranging of documents, record and its final payments with due approvals of Management through Finance.
- Day to Day purchasing activities (Self & also thru Staff).
- Complete Record keeping and Documentation for the Deptt including date wise filing of Purchase orders, Invoices, Quotations and CS's and Purchase Orders (Thru Staff).
- Comprehensive working for routine MIS Reporting.
- Performance Evaluation of all under staff including checking of all their documentation particularly before processing.
- Sudden checks on Staff Members (Purchase Officers) while they are on their Market Duties.
- Tie up with Finance Deptt for month end cumulative Purchase performances with respect to petty cash consumptions and P.Os.

**Career Job # (2)**

**Duration :** From July 2000 to September 2003

**Designation :** Manager Inventory and Purchases including imports

**Organization :** Ital Textile & Sports, Bhai Pheru. (Textile related Exporters)

**Details of Job Description /Responsibilities :**

- Complete responsibility of arranging all Materials to be used for production in factory.
- Issuance and receiving of all materials in stores on daily basis (Through staff members).
- Generation of all co. documentation like, Pre Receipts Notes, I.Rs, GRN's, Inspection forms, Rejection notes etc (Through Staff).
- Arrangement of all items required for production i.e its purchases well before time through Purchase section for further delivery to Inventory & Stores (through Staff).
- Preparation of MIS Statements and its submission to the top Management.
- Physical verification of Inventory with its relative MIS Supports.
- Ensuring fulfillment of procedures required in stores for all new materials before taking on charge by the Stores & Inventory Deptt (Through Under Staff).
- Allocation of daily duties to under staff for both Inventory & purchase section.
- To write dispatch / dairy register for outgoing correspondence.(Through

Staff member).

- Making and sending enquires to Suppliers through emailing, faxes & by post as well after typographical work (Through Under staff).
- To visit market for surveys for different vender premises (Self & Staff).
- To Collect different rates from market and their respective delivery to our factory in Stores and Inventory Deptt (Through Driver or staff).
- Checking of Stores Physically in the Mill twice at least in a week time.
- Arranging vender payments after receiving, registering GRNs (Factory Copy) against Pos (Tie up with Finance).
- Clearing discrepancies in above official documentation before its issuance.
- Making / typing of outgoing and internal letters / IOMs (Correspondence within other deptts) (Through under staff).
- To check / issue general enquires of different materials on daily basis.

**Career Job # (1)**

**Duration :** From October 1991 to June 2000

**Designation :** Asstt. Manager

**Organization :** Pakistan Engineering Co. (Peco), Head Office, Lahore (A Leading National level Industrial firm – of Semi Govt. status of Steel & Iron Making Goods & their Exporters too).

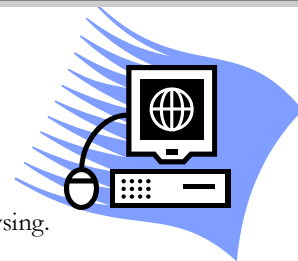
**Details of  
Job Description  
/Responsibilities**

- To respond to general public enquiries relating to co. products, like Electric motors, diesel engines, lathe, shaper, turning, milling machines, concrete mixers, bicycles, pumps, submersibles etc.
- To make personal visits to expected customers and clients for giving introductions and explaining high standards and quality of above said co. products and later on finalizing sales orders.
- Arrangements for dispatch of detailed letters in response to enquiries depicting, prices, sizes, colors and other specifications.
- To make telephonic follow ups for credit customers for their pending amounts and recoveries from Govt. plus private institutions, from our co. generated computerized Database.
- To deal all our regular customers / clients arrived on daily basis in our sales deptt. And also tender business generated through News paper Ads.
- To prepare all co. documents involved in the process of sales activity like invoices, bills, cash memos and delivery orders etc.
- To assist our Manager Export on responding enquiries on computer for export deals.
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**COMPUTER EXPERTIES**

**Proficient user of:**

- MS Excel
- MS Word
- MS Power Point, Outlook Express
- MS Access, Accounting Software.
- MS Windows XP (Operating System)
- Working In ERP, Emailing, Internet Browsing.
- One Year Diploma in IT field as above



**OFFICE ABILITIES**

- ❖ Fine Analytical & Report Writing Skills
- ❖ Ability to lead the Subordinates professionally & amicably.
- ❖ Ability to Share workload with colleagues.
- ❖ Excellent Verbal & written Communication skills.
- ❖ Loyal, Self Confident, Motivated & Reliable for Organization

## HOBBIES

- ✓ Reading Books, Magazines & Literature relating to Supply Chain, Industry, Banking, Economics, Accounts, Business, Finance and trade related activities and on history, geography and Astronomy topics as well.
- ✓ Watching English Movies.
- ✓ Watching News Channels.
- ✓ Current Affairs Programs.
- ✓ Watching Matches Cricket, football and hockey.
- ✓ Spending Time with Internet Research for abovesaid topics/subject

## PERSONAL INFORMATION

<b>Father Name</b>	Ghulam Hussein
<b>D.O.B.</b>	8 <sup>th</sup> September, 1969
<b>N.I.C #</b>	35202-0299351-7
<b>Religion</b>	Islam – Sunni Sect
<b>Marital Status</b>	Married
<b>Height</b>	5 Ft 11 Inches
<b>Nationality</b>	Pakistan
<b>Domicile</b>	Lahore