

# Sibghat Ullah K. Khan

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## Objective

Looking for a Challenging Position in the Field Procurement, Purchasing And Accounts.

### KEY SKILLS:

- Positive attitude with good interpersonal and organization skill, proficiency, ability to solve problems, responsible, ability to work under pressure.
- Sourcing, Negotiation, Contract Management & Supplier Relationship Management.
- Strong IT skills in MS office including outlook, excel and word.
- Strong working knowledge of Excel with the ability to create spreadsheets using formulas and utilize other functionality
- Strong interpersonal skills and the ability to build and maintain quality relationships with team members & the customer.
- Ability to multi-task efficiently works in a fast-paced environment on multiple projects and has a strong attention for detail.
- Highly organized and efficient with both hands-on tasks and planning.
- Physically fit and capable of handling any labor.
- Have the ability to handle several tasks at once.
- Able to effectively communicate and coordinate with other members of a large team.
- Fast learner, with the ability to adapt

### PROFESSIONAL EXPERIENCE & JOB DESCRIPTION:

#### Project Procurement & Accounts: (Project: Salam – Nestlé Jeddah)

M/S: Khalil Badr AlOufi Co. (KBO)

##### ➤ Responsibilities:

- Ordering All Items, Material & Tools As Required To Site Time By Time.
- Hiring The Required Equipment.
- Finalize purchase details of orders and deliveries.
- Track and record orders.
- Receive orders and document arrivals.
- Handling day-to-day accounts transactions
- Verification of bills receivables & payable.
- Handling petty Expenses.
- Ordering Concrete As Required & Demand On Site.
- After Receiving & Inspection Of Material Get It In Inventory And Keep Record In Cost Accounts.
- Daily Scan & Upload Paper Documents & Organize Them On a Secure Server.
- Controlling The Incoming & Outgoing Documentation Process & Maintaining File & Project Details.

- Creating, Storing, Organizing, Tracking & Distributing Documents To Ensure That The Right Version Of A Document Is Available To The Right People At The Right Time.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.
- Assisting employees with accessing documents through our document management system.
- Organizing documents according to classification categories.
- Filing hardcopy documents and electronic file formats.
- Copying, scanning, faxing, and emailing documents.
- Storing documents and distributing documented materials to intended recipients.

**Site Gen. Accountant:** (Project: Al AShaa 2020 By MOC– Riyadh)

M/S: Sidra Event Management Company. (Jeddah KSA)

➤ **Responsibilities:**

- Purchase supply of products/materials.
- Determine the lowest cost for products/materials.
- Discover profitable suppliers and initiate business and organization partnerships.
- Negotiate with external vendors to secure advantageous terms.
- Approve the ordering of necessary goods and services.
- Finalize purchase details of orders and deliveries.
- Track and record orders.
- Receive orders and document arrivals.
- Handling day-to-day accounts transactions
- Verification of bills receivables & payable.
- Handling petty cash maintenance.
- Handling supplier bill payments And Ensuring their entry in System (Zoho Books Account)
- Advising on how to reduce costs and increase profits.

**Procurement & Admin Support Officer:**

M/S: NUMOU Automotive Development Holding (Jeddah – Riyadh KSA)

➤ **Procurement Responsibilities:**

- Operating at a senior level, working with all parties to find solutions to complex procurement issues.
- Ensuring that all purchase orders are logged.
- Managing all petty cash transactions.
- Supporting organizational change to improve business processes.
- Monitoring all supplier contracts.
- Processing payments and invoices.
- Developing a purchasing strategy.
- Negotiating contracts with third parties and suppliers.
- Developing relationships with suppliers.
- Following up with suppliers concerning delivery times.
- Reporting to Senior Managers and Executives.
- Forecasting future demands.
- Reviewing proposals for competitive pricing, lead time and quality.
- Developing strategies to address a wide range of regulatory and stakeholder needs.
- Monitoring the cost and performance of major suppliers.

➤ **Admin Responsibilities:**

- Supervising administrative staff and dividing responsibilities to ensure performance.
- Keep stock of office supplies and place orders when necessary.
- Management of office equipment.
- Maintaining a clean and enjoyable working environment.
- Handling external or internal communication or management systems.
- To Arrange Showroom, Workshop & Yard and Prepare for Work (Riyadh, Jeddah & Dammam).

**Procurement & Project Admin:** (Project: Chitral PCC Road & Madyan MHP 60Kv)

M/S: Creative Approach Of Quality Engineering CAQE (Khyber Pakhtunkhwa-Pakistan)

➤ **Responsibilities:**

- Arranging Material As Required To Project (Steel, Wood, Cement, Brick, Blocks & Scaffolding Etc.).
- Handover Purchase Dept. & Finalized The Work Orders.
- Reporting Of Work Status & Financial & Planning Direct to CEO.
- Processing payments and invoices.
- Developing a purchasing strategy.
- Prepared All The Sales Reports (Monthly / Quarterly / Yearly).
- To Collect Bank's Cheque from Government & Non-Government's Depts.
- Providing Skilled & Unskilled Manpower As Required To Sites.
- Processing payments and invoices.
- Developing a purchasing strategy.
- Negotiating contracts with third parties and suppliers.
- Developing relationships with suppliers.
- Following up with suppliers concerning delivery times.
- Reporting to Senior Managers and Executives.
- To Manage and observe all Staff Deployments and pass all instructions and Operation & Administration Orders to the on-duty staff.

**Skills**

Create New Clients, BOQ, Arrange Quotations, Price Analyzing, Create Purchase Orders, Material Receiving & Inspect, Data Entry, Documentation, Petty Cash Maintaining. ERP Oracle. Data Base, Zoho Books, Excel, Outlook. Maintain Daily Ledger's Book. Keep Maintain Account's Statement (Outstanding Or Aging). Creating A Budget For Site General Expenses. Create A Payroll For Direct & Undirect Workers.

**ACADEMIC QUALIFICATION:**

**ACCA (Association Of Chartered Certified Accountants)**

Skans School Of Accountancy Peshawar (Continue).

**BA (Peshawar University 2007)**

University Of Peshawar (International Relation).

**Financial Accounting Certification**

Institute Of Cost & Management Accounting ICMA (Pakistan).

**Intermediate & Secondary School Certificate (2005).**

Board of Intermediate and Secondary Education Peshawar (Pakistan).

**PROFESSIONAL QUALIFICATION:**

♣ **Diploma in Marketing (2008).**

National College of Science Peshawar (Pakistan).

♣ **Diploma in Management (2008).**

Schunaizia Institute Of Information Technology Peshawar (Pakistan).

♣ **Diploma in Financial Accounting (2007).**

Schunaizia Institute of Information Technology Peshawar (Pakistan).

☛ **Ms. Office (Excel, Word, Outlook Etc.)**

Integrated Ruler Development Organization Peshawar (Pakistan).

**PERSONAL DATA:**

- F/Name: Kiramatullah Khan...
- Nationality: Pakistan
- Iqama Prof. Sales Representative (Transferable)
- Driving License Saudi Arabia / Pakistan
- Languages Arabic / English / Pashto / Urdu ...