

# Rana Jabir Abbas

Citizenship: Pakistani | Birth Year : 1986

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## Profile

**Objective** Highly energy results-oriented with progressive experience in various fields related to Admin, Procurement, Warehousing / Logistics, IT, and Reporting. Seeks a variety role that will allow me to consolidate both my education & professional background, expand my knowledge and provide opportunities for personal and professional growth. Also, seek to diversify my skills in industries and as part of a larger organization. Relocation desirable.

**Availability** Immediately.

## Key Skills

Proficient or familiar with a vast array of concepts and technologies including IT field are listed;

*MS-Office Suit*

*Procurement Skills*

*Reporting + Analyzing Skills*

*Negotiator*

*Administration Skills*

*Time Management*

*Logistics Management*

*Solution Oriented*

*Logistics & WMS*

*IT Skills*

*Communications & Soft Skills*

*Detail Orientated*

## Work Experience

### 1. Deputy Manager Procurement

Seeh Al-Sarya Engineering LLC (OMAN-Muscat)

*Apr 2018 to May 2019*

- Responsible for order placement timing, demand supply alignment, material replenishment, and supplier performance.
- Responsible for Vendor development & manage no of vendors for same product.
- Coordination with Customer & Suppliers to resolve the escalations like, Shortage of material, Rejection of material, reschedule of material, lead time management, Inventory management..
- Responsible for Global Purchasing
- Regularly contacting suppliers to renegotiate prices
- Managing the procurement supplier relationships for the company.

### 2. Assistant Procurement Manager

Seeh Al-Sarya Engineering LLC (OMAN-Muscat)

*May 2017 to Apr 2018*

- Assist the Group of Suppliers and Project team with raising and placing material, plant and subcontract orders in accordance with company SOP's.
- Process day to day requisitions for sites and raising all POs as required.
- Assist with the preparation and sending of enquiry documents.
- Chase suppliers for quotations, product and delivery information.
- Liaise with sites regarding delivery schedules, queries etc.
- Any other administration duties as reasonably requested by management.

## Work Experience

### 3. Supply Chain Coordinator

**Daewoo Pakistan Express Bus Service Ltd.**

*Nov 2015 to May 2017*

- Keep a check on all inbound and outbound parts traffic. Keep a schedule of requirement of parts and coordinate the availability of parts in an effective manner
- Liaise with the local parts providers and keep track of all vendors
- Carry out SCM Department managerial tasks in the most effective way, cost-effective manner, and timely manner in order to achieve pre-defined objectives covering mainly the lead time, handling costs and the quality of work.
- Monitoring and evaluation of suppliers to ensure adherence to quality, quantity and delivery schedules. To explore new material sources of best quality, at cost effective price & according to set quality standards.
- Ensure effective management of warehouses in terms of space utilization, protection, safety of material and smoothness of operations.
- Other job responsibilities as given by line management

### 4. Warehouse Coordinator(WAPDA – MEPCO)

**United States Agency For International Development (USAID)**

*Jul 2012 to Sep 2015*

- On arrival of the commodities at the store, supervise the receipt, inspection, and accounting and secure storage of all project commodities. This is to include verifying parts or material and amounts against information on the vendors invoice, purchase or manufacturing orders, checks for required inspection stamps.
- Report any deficiencies of stores on arrival and/or any damage.
- Provide regular feedback to IRG's Material Controls Manager and on the status of stores residing within your area of responsibility. Plan incoming commodities and future distribution plans as directed.
- Disburse materials to project implementation team leaders/contractors, ensuring IRG documentation is completed (CRF and R&I Vouchers) for the requested commodities.
- Forward all necessary documentation to DISCO personnel for audit and revenue purposes.
- Any other tasks as directed by the Materials Control Manager.

### 5. Assistant MIS Officer

**Islamic Relief Pakistan (Multan Office)**

*Oct 2010 to June 2012*

- Perform system diagnosis, repair and updates to ensure data integrity; and reliability of automated tasks. Interface with users to identify computer related needs and provide appropriate software/hardware support applicable to those needs.
- Perform duties in the absence of the MIS Officer.
- Assist the MIS Officer with administrative and technical functions.
- Generate reports as requested by the MIS Officer.
- Develops, and maintains a comprehensive department database and Management Information System for use in or preparation of a variety of specialized local and state required reports; uses data to assist in establishing and preparing lists, information booklets, master lists/logs, and on-line documents.

## Work Experience

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| <b>6. Data Entry Operator</b><br>Islamic Relief Pakistan (Multan Office)          | <i>Intermediate</i><br><i>Aug 2010 to Oct 2010</i> |
| <b>7. Computer Laboratory Assistant</b><br>Government College Civil Lines Multan. | <i>Beginner</i><br><i>Dec2005 to Feb 2009</i>      |

## Performance Awards

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|--|--------------------------|
| <b>1. Award of Excellence for Outstanding Performance as <i>OIC MIS Officer</i></b><br>(Islamic Relief Pakistan. Multan)       | <i>Feb-12 To June-12</i> |
| <b>2. Award of Excellence for Outstanding Performance as <i>Assistant MIS Officer</i></b><br>(Islamic Relief Pakistan. Multan) | <i>Dec-10 To June-12</i> |

## Education

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|-------------|---|
| <b>2010</b> | <b>Master of Business Administration, Banking &amp; Finance</b><br><i>Allama Iqbal Open University Islamabad, Pakistan.</i> |
| <b>2005</b> | <b>Bachelor in Science</b><br><i>Bahauddin Zakariya University Multan, Pakistan.</i>  |
| <b>2002</b> | <b>F.Sc Computer Science</b><br><i>Government College of Science Multan, Pakistan.</i>                                      |
| <b>2000</b> | <b>Matriculation</b><br><i>Government Comprehensive School Multan, Pakistan.</i>  |
| <b>2004</b> | <b>6 Months Certificate in Computer Hardware &amp; Network Solutions</b><br><i>Central College Multan, Pakistan.</i>        |
| <b>2002</b> | <b>6 Months Certificate in Computer Applications / Software</b><br><i>Central College Multan, Pakistan.</i>                 |

## Reference

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| <b>1. Mr. Bashir Ahmed</b><br>Procurement Manager<br>Seeh Al Sarya Engineering LLC<br>Muscat – OMAN<br><a href="mailto:bashir@seehsarya.com">bashir@seehsarya.com</a> | <b>2. Major. Saqib Hameed</b><br>Sr. Manager Supply Chain & Procurement<br>Daewoo Pakistan Express Bus Service Ltd.<br>DPEBSL - PAKISTAN<br><a href="mailto:saqib.hameed@daewoo.com.pk">saqib.hameed@daewoo.com.pk</a> |
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