

## Abdul Rafay Hasan

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### Profile Summary

Seasoned Administrator with cumulative experience of 3+ years in various management and administrative roles in Pakistan, in a company of 400+ employees, directly coordinating and supervising 1000+ National and Multinational Companies in Pakistan. Worked with the clients including Drug Regulatory Authority Pakistan. Contributed significantly towards operational efficiencies and workforce management that paved way for higher revenues and profitability for the company.

### Key Competencies and Skills

#### Procurement

- Working in fast paced, high transaction volume environment.
- Responsible for working closely with the selected supplier and managing the companies 'Procurement activities.
- Market Research and purchase of required items.
- Ensuring complete understanding of bid requirements, scope of work, following pre-bid to clarify, make additions, deletions to quotations/proposals. Planning and conduct competitive negotiations.
- Make recommendations for award/ create purchase orders for local suppliers as well as International Suppliers.
- Analyze the purchase request from the user departments and determine the appropriate method of procurement, Quotation, Tender and Request for Proposal. Provide assistance to user departments, when required, in the preparation of specifications, etc.
- Continuously monitoring, evaluating and improving supplier performance. Resolving delivery problems and complaints, vendor disputes.

### Career History

**Administrator** | January 2016 – October 2018

GS1 Pakistan ( Guarantee) Limited

#### General Administration

- Receiving of all incoming official mails and fax messages and distributing them to the persons concerned for action after perusal and job allocation by General Manager.
- Coordinate with Service Department staff for implementation and follow up as per the instruction of General Manager – Service.
- Assist on any ad-hoc tasks as required by the GM.

#### Procurement

- LPO creation and approvals in Oracle.
- Maintaining and updating Supplier file in Oracle.
- Coordinate with suppliers both locally and internationally.
- Participate in specialized projects and assignments related to procurement, as required.

- Out Source new suppliers for different commodities, Maintain Supplier Data Base and administers vendor performance to evaluate the best suppliers with respect to delivery performance, pricing and quality of materials supplied etc.
- The Task is to procure all kinds of items such as Light and heavy vehicles & spare parts, Tires, Building Hardware's, Heavy Equipment's, cleaning Equipment's, Manpower, Electricals, Generators, and various other products as per company Procurement guidelines and requirements.

#### **Petty Cash**

- Safekeeping Service Centre's Imprest Cash, disbursement for workshop local purchases, preparation of Petty Cash Statement and forwarding Cash Bills to Accounts for reimbursement.
- Collect cash from customers, issue receipt, deposit the collection into the Company's bank account and forward the documents to Finance department.

**Administrator** | November 2018 – November 2019 | AAS Recovery Centre

#### **Education**

**Siraj-ud-Daula College Karachi, Pakistan**

Private 2017 | Intermediate in Commerce

**Federal Urdu University Karachi, Pakistan**

Private 2018 | Bachelors in Commerce ( Continue )

#### **Trainings.**

- Team Building – Sponsored by Pakistan Food Industries.
- GS1 2D DataMatrix Awareness/Implementation Certificate.

#### **Skills**

- Strong written and oral communication.
- Credible and steadfast.
- Able to meet deadlines and work under pressure.
- Good listening skills.
- Competitive/Deadline led.
- Time Management/Decision Making.
- Attention to detail/Excellent communicator.
- Tactful & articulate.
- Professional mannerisms.

**REFERENCES** – Available on request.