



AYAZ MEHMOOD

Accounts and Purchase Officer

About

Experienced Purchasing Professional with top-notch leadership, program management and planning abilities. Excellent verbal and written communication skills paired with organized nature and advanced problem-solving strengths. Improves policies, reduces waste and supports business needs with efficient, high-quality materials.

Experience

Currently working in **Jamal Industries** as a Accounts and Purchase Officer (Jan 2017 — Present)

Responsibility: Research Potential Vendors
Keep Record of Monthly Production | Track orders and ensure timely delivery | Compare and evaluate offers from suppliers | Enter order details (e.g. vendors, quantities, prices) | Negotiate contract terms of agreement and pricing | Keeping record of payments received by the customers | Prepare customers financial statements, bills and invoices | Collecting all information needed to calculate bills receivable
Managing account balances to discover outstanding debts or other inconsistencies

1 year working in **Ibex Global** National Bank Campaign as a Administrative (Jan 2016 — Jan 2017)

Responsibility: Balance Inquiry | Debit/Credit Card Activation | Provide Products Information
Generate Customers Complains | Provide bank transaction details | Give System Information to bank department | Guide to choose best loan facility according to customer's need

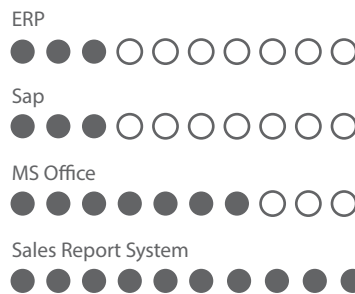
- 2 years working in **Al-Habib Pakwan Center** as a Administrative (Feb 2013 - Dec 2015)

Responsibility: Purchase supply of products/materials
Determine the lowest cost for products/materials
Track and record orders | Receive orders and document arrivals | Manage supply base
Analyze market and delivery systems | Source and interview vendors; negotiate contracts and costs
Analyze supply base | Prepare requisitions and purchase orders | Monitor order expenses
Communicate performances and costs to management

Education

- MBA in Supply Chain (3.11 CGPA)
Iqra University (Dec 2016 — Feb 2021)
- Bachelor of Commerce (2nd Division)
Karachi University (Aug 2010 — Mar 2013)

Skills



Hobbies



Contact

- 0345-3143263
- ayazabr@gmail.com

Personal Details

Islam
Pakistani
NIC: 42101-8880239-3