Rana Jabir Abbas

Citizenship: Pakistani | Birth Year : 1986

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Profile

Objective Highly energy results-oriented with progressives 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	*Administration Skills*	*Warehouse Management*
Procurement Skills	*Time Management*	*IT Skills*
Reporting + Analyzing Skills	*Logistics Management*	*Communications & Soft Skills*
Negotiator	*Solution Oriented*	*Detail Orientated*

Work Experience

1. **Assistant Manager Procurement** — ***Feeder Bus Project***
   Daewoo Pakistan Express Bus Service Ltd — ***Aug2019 toSep 2022***

- Responsible for order placement timing, demand supply alignment, material replenishment, and supplier performance.
- Implement the procurement activities which are fully compliant with corporate procurement policy and procedures
- Support the Warehouse and Yard management Procurement activities for LFR, with a portfolio of +10 suppliers contributing to the procurement activities.
- Participation in the sourcing and supplier selection, negotiation of rates and conditions, awards and contract management.
- Manage and control the contract of the incumbent suppliers.
- Relationship with the suppliers.
- Support ad-hoc Procurement activities, such as overflow warehouse.
- Responsible for data collection to conduct RFI's RFP's, RFQ's and perform various scenario analyses.
- Baseline analysis and understanding of the current cost, rates and total spend.
- Periodically physical verification of stock in field and yard Warehouse / Store.
- Prepare needful papers for Finance Section.
- Responsible for Global Purchasing (with help of 3rd party contract)
- Special Projects as assigned by the Procurement leadership.

Work Experience

2. Assistant Procurement Manager — ***Oil & Gas Project***
Seeh Al-Sarya Engineering LLC (OMAN-Muscat) — ***May 2017 to May 2019***

- Provides variety of Inventory Management Services related to stock control, procurement and supply of all types of Production, Engineering (Chemical, Civil, Electrical, Mechanical), Drilling and general materials & equipment required for the operations/ Plant.
- Assist the Group of Suppliers and Project team with raising and placing material, plant and subcontract orders in accordance with company SOP's.
- Evaluate offers from vendors and negotiate better prices
- Ensuring project purchasing activities are consistent with purchasing policies and philosophies (i.e. material standardization, use of contracts, consistency with international procurement standards)
- Identify and research new suppliers to meet new requirements as well as alternate suppliers for existing requirements.
- Ensure the compliance of procurement activities to PDO, OXY and other given procedures.
- Prepare cost analysis. Maintain updated records of invoices and contracts.
- 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.

3. Supply Chain Coordinator [Parts & Fueling] — ***Metro Bus Project***
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 and fuel prior in an effective manner
- Liaise with the local parts providers and keep track of all vendors.
- Responsible for the overall implementation of effective procurement within given domain.
- 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) — ***Electricity & Energy Project***
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.

Work Experience

5. Assistant MIS Officer — ***INGO***
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.

6. Data Entry Operator — ***INGO***
Islamic Relief Pakistan (Multan Office) — ***Aug 2010 to Oct 2010***

7. Computer Laboratory Assistant — ***Educational***
Government College Civil Lines Multan. — ***Dec2005 to Feb 2009***

Performance Awards

1. Appreciation Letter for smooth and well on time procurement activity. — *June-18 to Apr-19*
   (Seeh Al-Sarya Engineering LLC – Muscat, Oman)
2. Award of Excellence for Outstanding Performance as ***OIC MIS Officer*** — *Feb-12 To June-12*
   (Islamic Relief Pakistan. Multan)
3. Award of Excellence for Outstanding Performance as ***Assistant MIS Officer*** — *Dec-10 To June-12*
   (Islamic Relief Pakistan. Multan)

Education

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

Reference

1. Major. Saqib Hameed
GM Supply Chain & Procurement
Daewoo Pakistan Express Bus Service Ltd.
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2. Mr. Bashir Ahmed
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