

Muhammad Nasir Mukhtar, Operations / Procurement Coordinator

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SUMMARY

Proficient Project Coordinator with 9 years of experience in operations and procurement. Expert in project planning, resource allocation, and budget management, demonstrated by successfully developing operational strategies for 23 service stations and improving departmental efficiency. Adept at fostering stakeholder collaborations and maintaining project documentation. Passionate about optimizing processes to exceed project goals at Ejada Systems Limited, contributing to an innovative and efficient project delivery environment.

WORK EXPERIENCE

04/2018 – 12/2023	Operations & Procurement Coordinator, Haji Hussein Alireza Co. Ltd.	Jeddah, Saudi Arabia
	<ul style="list-style-type: none">Engineered operational activities for 23 service stations, enhancing overall service delivery.Oversaw procurement operations, including strategic supplier selection and contract negotiations.Streamlined documentation processes and diligently monitored departmental expenditures to optimize budgets.Collaborated with the IT team to adjust users' systems, as well as with other departments to improve functionality as needed.Directed branches on workshop procedures and safety protocols, ensuring compliance and efficiency.	
11/2014 – 04/2018	Warranty Representative and Workshop Controller, Haji Hussein Alireza Co. Ltd.	Tabuk & Jeddah, Saudi Arabia
	<ul style="list-style-type: none">Authorized warranty claims through thorough evaluations, enhancing customer satisfaction.Maximized staff productivity and branch efficiency by implementing effective performance measures.Conducted training sessions for new employees on workshop procedures and safety protocols.Scrutinized operational data to identify improvement areas and implemented strategies for optimization.	

EDUCATION

10/2010 – 10/2012	University of the Punjab MSc of Actuarial Sciences , Actuarial Sciences	Lahore, Pakistan
	<ul style="list-style-type: none">Equivalent to MBAFocus on Risk & Operational Management.	
06/2024 – 07/2024	Institute of Occupational Safety and Health IOSH Managing Safely, Health & Safety	Lahore, Pakistan
07/2024 – 08/2024	Highfield Qualification Highfield Level 2, Risk Assessment	Lahore, Pakistan

SKILLS	Supply Chain Activity	Procurement Process
	Strategic & Planning	ERP/SAP System
	Analytical & Critical Thinking	Develop Policies
	Team Leadership	Operational Activity & Efficiency
	Problem Solving Skill	MS Office (Excel, Word, PowerPoint)
	Teamwork and Collaboration	

LANGUAGES	English (Fluent)	Arabic (Advanced)
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