

# 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.

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## WORK EXPERIENCE

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

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## EDUCATION

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

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

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**LANGUAGES****English (Fluent)**  

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**Arabic (Advanced)**  

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**Urdu (Native)**  

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