

Farhan Rasheed

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Procurement & Marketing Manager,
HR Officer / Secretary.



SUMMARY:

Multi Task Purchasing & Marketing Manager with more than 8 Years' Experience in UAE. Adept in handling the busy schedules while juggling other general office administration duties. Can execute appointment management while meeting deadlines.

JOB EXPERIENCE:

Purchasing & Marketing Manager.

Nov 2016 – Present

Stella Industries LLC. (Abu Dhabi, UAE)

- Research on new products and services.
- Arrange meetings with vendors and confer with them in order to provide them with requirements.
- Confer with production managers to determine purchasing needs.
- Make purchase orders and have them signed from production managers.
- Assist in preparation of bidding documents and ensure that other documentation is in order.
- Initiate contact with vendors to check availability of needed documents.
- Ensure that the right amount of materials are delivered to the production pallet at the right time.
- Check shipments to ensure quality and quantity of purchased items.
- Monitor all purchase requisitions and handle adjustments with vendors.
- Process proof of delivery requests.
- Handle limited inventory management activities.
- Liaison with the accounting department to reconcile invoices and purchase orders.
- Research pricing information and compare prices and quotations.
- E-Commerce.
- Coordination and follow up with other companies for various projects.
- To have a proper communication with the marketing department to ensure that all social media and magazine advertisements are updated on a daily / weekly basis.
- Be involved through social media blogs, forums.
- To be updated with market information, competition, pricing and other details with influence certain decisions.
- Research on new tools and machinery which would improve the overall quality of production and efficiently.
- Managing the distribution of the flyers, brochures and other marketing material with the driver. To organize the distribution through sectors and areas. Selection of areas and marketing material should be communicated with the marketing department. Report to be generated as to where, when and what to be distributed.

Procurement Officer.

April 2012 – June 2016

F & F Trading LLC. (Abu Dhabi, UAE)

- Manage procurement activities for platform and application projects -includes target cost setting.
- Responsible for achievement of quality, cost and delivery targets.

- Prepare supplier selection - includes RFQ process, supplier evaluation and communication, and participation in sourcing decisions.
- Representative in PEP Process.
- Interface with: Central Purchasing, material field related purchasing and quality department.
- Ensure preventive quality planning (PQP) for project specific new parts and coordination of their release.
- Coordinate RPP activities.
- Change management for procured parts.

HR Assistant.

Feb 2010 – March 2012

Al Huddabiya General Construction Co. (Abu Dhabi, UAE)

- Data entry.
- Answer and direct phone calls.
- Organize and schedule appointments.
- Plan meetings and take detailed minutes.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Order office supplies and research new deals and suppliers.
- Maintain contact lists.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Act as the point of contact for internal and external client.

HR Officer.

April 2008 – Jan 2010

Black Eagle Transport LLC. (Sharjah, UAE)

- Administer, organize and maintain personnel records; ensure the relevant HR database is up to date, accurate and complies with legislation
- Keep the organization up-to-date regarding HRMS practices
- Answer employees' queries about HR-related issues
- Handle administration of employees' separations by updating the HR system, processing related documentations and following up with line managers and employees on recovering company effects which may include employee card, insurance card, company issued mobile phones and laptops;
- Support in administering employee job change process which include liaising with HR Business Partners for required information, recording/updating the employee database, preparing letters and ensuring timely distribution to the employees
- Administer employee attendance by ensuring leave records are updated in the HR system and attendance reports are timely provided when required.
- Assist payroll team by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Check and verify that all relevant information and documentation are timely updated/recorded in the HR system for the monthly payroll run
- Support in the development, improvement, implementation and adherence of HR policies and procedures relating to the Employee Relations and Service Delivery
- Support in developing, streamlining and enhancing HR processes and systems for efficient tracking reporting and analysis
- Work collaboratively with other HR teams to ensure that HR overall aims, and objectives are achieved

- Provide support on the on-boarding processes as may be required, e.g. setting up new joiners' employee ID and health insurance card

EDUCATION:

- **MASTER OF BUSINESS ADMINISTRATION (Under Process)**
Himalayan University Sharjah UAE.
- **BACHELOR OF BUSINESS ADMINISTRATION (July 2017)**
Himalayan University Sharjah UAE.
- **AMERICAN HIGH SCHOOL DIPLOMA (July 2013)**
Duke Education Centre Abu Dhabi UAE.
- **HIGH SCHOOL (Sep 2008)**
Sheikh Khalifa Bin Zayed Collage Abu Dhabi UAE.
- **METRIC (Sep 2006)**
Sheikh Khalifa Bin Zayed Collage Abu Dhabi UAE.

SKILLS:

- Data Entry, Ms Office with good typing speed.
- Negotiation, judgment and decision making, Relationship Building.
- Photoshop, SketchUp, illustrator, CAD
- Ability to plan work, work on own initiative and meet deadlines.
- Ability to manage pressure and conflicting demands and priorities tasks and workload.
- Ability to accept and understand instructions.
- Oral and written communication skills.
- Team working, Reliability and honesty, Project-management.

PERSONAL DETAILS:

- Nationality : Pakistani.
- D.O.B : 7TH September 1990.
- Gender : Male.
- Religion : Muslim.
- Visa Status : Company visa (valid until June 2020).
- Marital Status : married.
- Driving license : Manual (light vehicle).
- Language : English, Urdu and Arabic.