

SAMI ULLAH



CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PROFESSIONAL EXPERIENCE

November 2024 – Part Time | BBM Building Materials Trading LLC – Abu Dhabi U.A.E

Position: Accountant



- ⬆ Coordinating payment plan documentation requirements ensuring that requirements are fulfilled.
- ⬆ Execute payments to suppliers after relevant approval by management.
- ⬆ Follow up with suppliers on outstanding or overdue payments.
- ⬆ Manage petty cash and the accurate recording of receipts.
- ⬆ Maintain accurate filing and records for auditing purposes.
- ⬆ Providing excellent customer service to clients / Customers and ensuring transparency and clarity of information.
- ⬆ Maintaining general ledger accounts by reconciling accounts receivable and payable.
- ⬆ Managing day to day activities such as invoice vouchers daily Cash Flow In & Out.
- ⬆ Preparing daily cash flow reports for owner.
- ⬆ Tracking on due amounts daily & monthly.
- ⬆ Good knowledge of Zoho application for transactions.

March 2024 – July 2024 | 24.7 Uniforms Sole Proprietorship LLC – Abu Dhabi U.A.E

Position: Production Supervisor Cum Customer Service



- ⬆ Oversaw daily production operations, ensuring adherence to quality standards and production schedules.
- ⬆ Managed a team of 10 production workers along their guidance to improve efficiency and performance.
- ⬆ Coordinated with suppliers and logistics teams to maintain inventory levels and meet production demands.
- ⬆ Handled customer inquiries and resolved issues promptly to ensure high levels of customer satisfaction.
- ⬆ Assisted customers via phone, email, and in-person with product inquiries, orders, and issue resolution.
- ⬆ Maintained a high customer satisfaction rate through effective communication and problem-solving skills.

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EDUCATION

- Sarhad University of Science & Information Technology, Pakistan
- Bachelor of Commerce (B.Com)
Completion Date April 2013

LANGUAGES KNOWN

- English (Fluent)
- Arabic (Intermediate)
- Urdu (Fluent)
- Pashto (Mother Tongue)

DRIVING LICENSE

- Holding UAE LTV driving License since 25th Nov 2010

ACHIEVEMENT

- Awarded with certificate of Al Jaber Fire Fighting Warden.
- Awarded with certificate of First Aider with validity of 3 years from 2019.
- Employee of the month November 2023

- ✦ Collaborated with the sales and marketing teams to promote new products and services.
- ✦ Compiled customer feedback and relayed insights to management to improve service offerings.

February 2022 – March 2024 | Tawjeeh Integrated Services Centre LLC – Abu Dhabi U.A.E

Position: Receptionist



توجيه
TAW-JEEH

- ✦ Assisting customers to attend awareness training from Ministry regarding the Labor Rights & Obligation.
- ✦ Checking on completes documents for attending labor awareness trainings such as valid labor contract and labor card number.
- ✦ Guiding customers to halls in a proper ways to avoid crowdedness.
- ✦ Keep tracking on safety of customers strictly from ministry to keepsafe distance while attending the orientation / Awareness Training.
- ✦ Scanning and logging out of training documents of each customer from ministry App during starting and finishing of training.
- ✦ Assisting customers to reception for submitting agreements of their new and renewal of Electronic work permit.
- ✦ Handling customer escalations and all customer relations issues.
- ✦ Manage and maintain customer's database.
- ✦ Explaining about the orientation in multiple languages.
- ✦ Establishing and maintaining positive customer relationships.
- ✦ Assisting customer for their labor quires.
- ✦ Sending support emails to ministry for any technical issue faced.
- ✦ Helping MOHRE counter for their daily basis transections.

October 2019 – August 2020 | McDermott Middle East – Dubai U.A.E

Position: Procurement Executive / Buyer

MCDERMOTT

- ✦ Identify and research new suppliers to meet new requirement as well as alternate suppliers for existing requirement.
- ✦ Develop and floating Request for Quotation (RFQ's) sent to vendors / Subcontractors as per client request.
- ✦ Receive documents proposals or quotes & records tender information including vendor price, Delivery Terms & Conditions.
- ✦ Prepare CBE (Commercial Bid Evaluation) and short list the vendors for Technical Evaluation.
- ✦ Obtain acceptance copies of contract and PO's and maintains proper records in anticipating for the preparation of the subcontract agreements.
- ✦ Review supplier's payments application in accordance with contract & PO execution.
- ✦ Effectively estimating best quotes based on cost against specification and placing orders after due approval from procurement managers. Performed various analysis processes in procurement dept. to target cost saving & excess usage.
- ✦ Review the quotation technically and commercially and make sure that they comply with the requirement with SCM team & Engineers.
- ✦ Ensure materials and services are supplied in a timely fashion to avoid work disruption.
- ✦ Receive all purchase requisitions, coordinate with respective sites / Department to collect, verify specifications to ensure error free procurement.
- ✦ Prepare purchase order for the approved / selected suppliers and forward the same.

COMPUTER SKILLS

- Typing
- Web Browser
- Email Organization
- Multi Media
- Operating System
- Social Media

PERSONAL DETAILS

- Nationality: Pakistani
- Date of Birth: 13, May / 1989
- Place of Birth: U.A.E
- Marital status: Married
- Mobile no: +971586818855

PASSPORT DETAILS

- Passport No: DS2740003
- Issued Date: 04/02/2021
- Validity until: 03/02/2026
- Visa status: Own Visa

- ✦ Purchasing of electrical commodities for Oil & Gas project such as TYRA, ARAMCO, ADNOC, QATAR GAS, QATAR PETROLUM & SHELL CRUX and etc.
- ✦ Work and support with Bidding team & Engineer's for Project Bidding and ensure timely submission of Bid's.
- ✦ Attend and arrange meetings with engineer's & supplier to clarify the Technical quires.
- ✦ Maintain and archive all PO file's in our online portal (IDoc's)

September 2013 – September 2019 | Al Jaber Group LLC – Abu Dhabi

Position: Procurement Assistant Cum Buyer



- ✦ Maintaining important files like quotation, Pro-forma invoices, export enquiries (LPO's), customer purchase orders (CPO's),
- ✦ Regular customers and suppliers, equipment catalogues, incoming and outgoing emails & price comparison.
- ✦ Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- ✦ Manage all the vendors by evaluating their performance based on quality, services and cost.
- ✦ Maintain vendor price comparison reports.
- ✦ Follow up with Vendors on late or incomplete delivery to ensure they receive full value for any costs incurred.
- ✦ Support the company Operational Requirements by understanding the business requirements and buying products and services at the right price from the right source at the right specification that meets user needs in the right quantity and delivery terms.
- ✦ Ensure that requisitions, orders, invoices and other documentation relating to procurement are clear and correct to accurately reflect the requirements.
- ✦ Assist in managing the supply base by making sure prices are competitive, develop the relationship & Improve non- competitive existing suppliers.
- ✦ Assist in administering & Negotiating with addition to negotiating all purchases.
- ✦ Analyse all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.



REFERENCE IS AVAILABLE UPON REQUEST