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 **MANSOOR AHMED SIDDIQUI**

 **Procurement Officer | Admin Assistant | StoreKeeper**

 **Location:** AR Rabwa Riyadh, Saudi Arabia

 **Transferrable visa:** Iqama valid up to Feb 2026

 **Cell:** +966 599839780 | **Email:** mansoorsiddiqui269@gmail.com.

# CAREER OBJECTIVE

A highly dedicated and self-motivated professional with a strong ability to work independently and handle challenging situations. Seeking a position in a reputable organization where I can apply my knowledge, contribute to organizational success, and grow professionally.

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# PROFESSIONAL EXPERIENCE

## Procurement Officer | Admin Assistant

Sybrid Private Limited September 2022 – March 2024

* Prepared, compiled and sorted documents for data entry.
* Entered data from various sources (e.g., paper documents, PDFs, spreadsheets) into computer systems or databases.
* Prepared, stored and organized information into paper and digital format.
* Scanned documents and converting them into digital formats.
* Prepared monthly sales report and dashboard in MS Excel based on entered data.
* Created organizational charts in PowerPoint and Word.
* Coordinated meeting scheduled, diary management and room bookings.
* Ensured that office environment is cleaned, organized and well-maintained.
* Created purchase orders based on company requirements and negotiated contract with vendors.

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##  Store Keeper

Moon Light Shoe Company February 2020 – July 2022

* Managed rotation of goods, entry or exit of raw materials.
* Prepared counting cycling journal that ensured the physical inventory and system inventory is same.
* Created and managed the transfer order in Dynamics 365 system.
* Received purchase orders and processed them using Dynamics 365.
* Ensured shelves of a store are stocked with products and displayed them accordingly for customers.
* Scheduled delivery and checked the quality and quantity of deliveries.
* Monitored stock movement and considered markdowns, promotions, price changes etc.

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## Software Quality Assurance Internship

Hass hub Ltd. January 2019 – January 2020

* Performed product inspections to ensure compliance with customer requirements.
* Conducted verification and validation of software applications against specifications.
* Assisted SQA team in identifying bugs and performance issues.
* Created use case algorithms to clarify system requirements.
* Interacted with customers, analyzed issues, and provided application support.
* Reviewed technical design documents and provided feedback to improve quality.

# QUALIFICATIONS

**BS in Computer Science**
Iqra University, Karachi, Pakistan | 2015 – 2018

**Bachelor of Commerce**
University of Karachi, Pakistan | 2006 – 2007

**Intermediate (Pre-Commerce)**
2005 – 2006

# SKILLS & EXPERTISE

## Technical Skills

* Proficient in Dynamics 365 (GL & Procurement modules).
* Proficient in Microsoft Excel, Word, PowerPoint, Outlook, Hostinger Web.
* Knowledge of SDLC, STLC, and use case diagrams.
* Strong computer literacy and Acumens.
* Experienced in inventory management and reporting.

## Soft Skills

* Strong task prioritization and organizational skills.
* Excellent problem-solving and decision-making.
* Calm under pressure and deadline-oriented.
* Effective communicator and team collaborator.
* Leadership, adaptability, and attention to detail.

# **LANGUAGES**

* **Urdu:** Native
* **English:** Good
* **Arabic:** Beginner

**REFERENCES** Available upon request.