



Faizan Sajwani

Supply Chain Professional

Phone: **+92 306 2119741 & +92 313 2380008** | Email: faizansajwani@gmail.com | Skype: [faizansajwani](https://www.skype.com/user/faizansajwani)

Address: Flat# F11 Rehmani Garden, Near Filmistan Cinema Nishtar Road Karachi

Education

Master's in Business Administration (Supply Chain Management)

Mohammad Ali Jinnah University,
PECHS Block 6, Karachi
2015 – 2018 (3.0< CGPA)

Bachelors in Technology (B.Tech Electronics)

Indus University of Engineering,
Gulshan-E-Iqbal, Karachi
Sept 2012 – Dec 2014 (3.3 CGPA)

Diploma in Associate Engineering (D.A.E. Electronics)

Aligarh Institute of Technology,
Gulshan-E-Iqbal
2009 to 2012
1st Division Grade "A"

Experience

Officer (Main Store) • NICVD (National Institute of Cardiovascular and Diseases) •

• Rafiqui (H.J. Shaheed Road, Karachi Cantonment Karachi, Karachi City, Sindh 75510) • October 2017– Present •

Responsibilities:

- Devise ways to optimize inventory control procedures
- Inspect the levels of business supplies and raw material to identify shortages
- Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
- Record daily Issuance, Receiving's shipments to reconcile inventory
- Use software (ERP/WMS/Oracle) to monitor demand and document characteristics of inventory
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Analyze data to anticipate future needs
- Evaluate suppliers to achieve cost-effective deals for on time hospitals supplies to maintain Par-Level and avoid the Low Level Inventories.
- Collaborate with warehouse employees and other Satellites Centers staff to ensure the Effective and hustle free operations. & Report to upper management on stock levels, and other issues etc.
- Review quarterly portfolio and write research reports on end-user's consumption and Purchasing.
- Determine investment goals and analyze Hospital financial status.
- Design and execute asset or inventory allocation programs as per Hospital investment policy guidelines.
- Involve investment performance, portfolio decisions and investment strategy of Hospital Quarterly and Yearly Funds/Grants.

Others Responsibilities:

Working for Entire Sindh Province Satellite Centers and all the Karachi's Chest Pain Unit

Officer (General Store) • The Indus Hospital • Korangi Crossing • March 2017 – June 2017

Responsibilities:

Respond to track of information in order to keep Hospital Activities Controlled and Performs supply chains management activities on schedule before the dead line. They ensure proper scheduling, recordkeeping, and inventory control and Material Management.

Production, planning, and expediting clerks ease the flow of information, work, and materials within or among offices in a business. Find, sort, or move goods between different parts of the business. Compile reports on various aspects of changes in production or in invent. Check inventory records for accuracy. Keep records of items shipped, received, or transferred to another location

Customer Relation Officer (C.R.O) • QMOBILE (DIGICOM TRADING PVT LTD) • Jan 2014 – Feb 2017

Responsibilities:

- Responding in a prompt, friendly, knowledgeable and efficient manner to requests, enquires and complaints from customers using or in other ways contacting the Centre.
- Identifying, acquiring, developing and maintaining customer relationships. Also measuring customer satisfaction levels
- Delivering excellent customer service & Coming up with ideas to improve customer relationships.
- Following through on all commitments made to customers in relation to requests, enquiries and complaints, including the effective referral of customers to, and liaison with, other staff where necessary. & Negotiating mutually profitable business plans with clients
- Assisting customers with completing documentation and processes relating to Centre programs and services.
- Received & Verified the mobile with attempt technical support of Level-1

Unit Receptionist \ Unit Admin • AKHSP (Aga Khan Health Service for Pakistan) • 2013 Jan – 2013 July

Responsibilities:

- Managing clinics
- Cash dealing/ & Handing
- Auditing works and Proper use of Petty Cash
- Coordinate with doctor/patient
- Do all task of Administrator
- Maintained & Marketing the Unit
- Reporting directly Head Office

I.T Assistant & Data Analyst \ Entry \ Validate Operator • AKUEB (Aga Khan University Examination Board) • 2010 Sept -2012 Dec

Responsibilities:

- Work on Feedback & Confidential Reports
- Analyst Data & Generates Semester or Annually Summary
- Report Directly Project Manager
- Processing Examinations Materials
- Diagnose & Trouble-shoots the System \ Machine Issue
- Creates Networks & Sharing
- Working on Forum
- Scanning & Prints the Examinations Materials
- Punching (Numeric & Alphabetic)
- To Achieve Target or goal

Clinical Receptionist • AKUH (Aga Khan University Hospital) • 2008 April – 2008 Nov

Responsibilities:

- Managing clinics
- Cash dealing/& Handing
- Auditing
- Trained junior staff
- Coordinate with doctor/patient

**Data Entry \ Validate Operator • I.T.R.E.B (Ismailia Tariqa & Religious Education Board) for Pakistan •
2007 July – 2008 April**

Responsibilities:

- Entered data on form as it is
- Validate data computer which feed by other
- Trained junior staff
- Do the Administration work in the absence of Administrator
- Windows installation
- Manage Hardware problems & Assembling & dissembling

Key Skills

English

Urdu

Sindhi

Read



Write



Understand



Speak



Extra Skills & Computer Literacy

Institute of Professional Development (I.P.D), Rehmani Garden Library & Reading Room
Advance Excel-2007
Dec-2011 - To -2012

Computer Universe, Saddar

Graphics & Logo Designing (Adobe Photoshop, Corel Draw & Free Hand) Sept 2009 to Feb 2010

Quick-links (Inspiration of Information Technology), Garden

Computer Management & General Hardwearing

June 2005 to July 2005

Quick-links (Inspiration of Information Technology), Garden

Microsoft Office & English Composing (Certified)

June 2005 to July 2005