



Date of Birth: 01/10/2002

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EDUCATION & QUALIFICATIONS

Bahria University, Islamabad Bachelor of Business Administration. Supply Chain Management.	CGPA: 3.59	Graduating year: 2024
Punjab College of Commerce, Cantt Rawalpindi HSSC		Graduating year: 2020

EXPERIENCE

Air Blue Limited <i>Fleet Management Intern</i>	September 2024 – October 2024
• Technical Procurement - Assisted in the technical procurement of aircraft spare parts, petroleum, oil, and other essential items. - Utilized PA NET software to assess procurement requests and process purchase orders. - Conducted Requests for Quotation (RFQ) and compiled Comparative Statement (CS) reports from vendor quotes. - Contributed to the project of procuring Non-Destructive Testing (NDT) items for the launch of the wheel shop. - Gained experience in technical procurement, vendor management, and aircraft maintenance support.	
Kohinoor Textile Mills <i>Supply Chain Intern</i>	July 2023 – August 2023
• Procurement - Conducted a detailed study of logistics operations within the procurement department, focusing on the efficiency and cost-effectiveness of transportation methods. - Conducted cost comparisons and analysis to identify cost-saving opportunities and enhance procurement efficiency. - Analyzed the types of vehicles used for in-housing materials, considering factors like capacity, fuel efficiency, and suitability for different types of goods. - Evaluated the utilization of the company's vehicle fleet, suggesting improvements for better efficiency and reduced downtime. - Identified bottlenecks in the logistics process and suggested strategies for improvement, such as alternative routing or changes in vehicle types.	

RESEARCH & PROJECTS

Supply Chain Management Analysis Kohinoor Textile Mills • Analyzed their supply chain processes and came up with recommendations to improve their Logistics.
Request For Proposal • Prepared an RFP and a proposal on behalf of the other party. Prepared contract.

CERTIFICATIONS

- Get started with Asana (May 2024)
- Business analysis & process management (May 2024)

SKILLS & INTERESTS

- Adept at using Microsoft Office and Excel.
- Adaptable, persistent and creative.
- Proactive, patient and personal effectiveness.
- Attention to detail, collaborative and coordinative.
- Negotiation, Time Management.