

# ALAM DIN

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*Ensures compliance with laws and regulatory standards by analyzing, strategically negotiating, and executing complex contracts.*

## Monitoring & Compliance | Contract Management | Business Processes Improvement | Customer Negotiation

- **Policy & Procedure Compliance:** Ensured adherence to laws by monitoring incoming contracts and agreements for correct pricing and information, identifying any discrepancies, and taking corrective actions as needed.
- **Contract Maintenance:** Enabled seamless contract execution by ensuring timely processing of contract payments and documents, such as invoices, general agreements, reimbursements, and statements.
- **Contract Closeouts:** Attained timely delivery and regulations compliance for the parts and supplies by reviewing contracts and submitting them for closeout.

Documentation Review  
Administrative Processes  
Organizational Policies & Procedures

Data Entry & Reporting  
MS Office: Excel & Word  
Data Analysis: Charts & Graphs

Vendor Auditing  
Volunteered for LA Street Feeding  
Languages: English, French, Urdu

## PROFESSIONAL EXPERIENCE

**Contract Specialist:** Special Management Force, GS: 7-11 Pay Scale 06/2023 – 11/2023  
Salary: \$51,241 per year | Hours/Week: 10 Hours | Supervisor: Fatemah Mirza | No. of Employees Supervised: 0

- Awarded 10+ contracts; streamlined the contract awarding process by evaluating vendors based on pricing, performance, and product quality. Utilized the database for purchase history, ensuring optimal resource utilization and vendor selection.
- Performed post-award functions, including contractor performance, negotiating Delivery Orders (DO), extensions, price adjustments, and modifications to the contract, in accordance with contracting policies.
- Improved the accuracy and reliability of the contract awarding process by utilizing Supplier Performance Risk System (SPRS) scores as a key metric in evaluating vendors; mitigated risks related to vendors who scored <70 by analyzing pricing catalogs.
- Maintained transparent communication and smooth operations by documenting reasons for awarding or rejecting bidders. Effectively handled non-compliant vendor situations by forwarding issues to the product specialist.
- Ensured strict adherence to budgets by performing cost analysis to ensure contract awards stayed within budget and adhered to the constraints; analyzed and evaluated findings in audit reports.
- Fostered a productive work environment and achieved a high level of collaboration by actively participating in team meetings, offering solutions to problems, and assisting colleagues in overcoming challenges.
- Elevated proficiency through LMS courses and Defense Acquisition University (DAU) training; fostered an enhanced understanding of E-Procurement software and Government Travel Charge Card (GTCC) to boost efficiency in supplier-buyer exchanges.

**Property Manager/Owner:** Lowkey Homeowners Association 01/2021 – 01/2023  
Salary: \$2,000 per month | Hours/Week: 10 Hours | Supervisor: Fatemah Mirza | No. of Employees Supervised: 0

- Made sure properties were well maintained and kept in sustainable order, gathered information on each property's damages and maintenance.
- Made sure that I contacted repair and maintenance contractors to get the repair done. Recorded rental income for each property on ledgers and also kept a maintenance and repair book for each property.
- Made sure each unit was kept clean after each renter vacated and advertised each vacant unit for rent on the local market.
- Screened all renters and did thorough background checks to make sure no crime or drug had been committed by the renters.
- Resolved all the complaints by the renters and made sure that everyone obeyed the regulations and the contract terms before moving in.
- Made rental contracts each worth \$2500 and got them approved by the city before the renters signed and moved in and also closed out contracts.

- Attended meetings every 6 months with homeowners to discuss new issues and updates and also sent out an eviction letter to the renters who were not following the regulations and who were due back on rent.

**Project Management Intern:** General Hospital

06/2020 – 03/2021

Salary: Un-Paid (Training) | Hours/Week: 15 Hours | Supervisor: Fatemah Mirza | No. of Employees Supervised: 4

- Maintained adherence to legal and regulatory requirements; consulted with the manager to ensure the contracts were legally sound. Collaborated effectively with a team of 4.
- Received training from the supervisor and reported monthly profits and losses. Negotiated with contractors. Audited vendors to ensure timely delivery of materials. Reported updates and changes to the manager.
- Successfully managed 1 long-term contract worth over \$1M by negotiating agreements, drafting, and updating contracts, and obtaining necessary permits and licenses. Remained updated with rules and regulations.
- Identified potential issues or errors promptly by conducting regular inspections of account books, recording transactions, maintaining accurate spreadsheets, ledgers, and journals, and inputting accurate pricing data for product quantities.
- Prevented data breaches and information misuse by ensuring the confidentiality and security of sensitive client information.
- Effectively communicated policies and procedures to managers to ensure timely completion of administrative tasks; leveraged proficiency in data processing, report preparation, and attendance tracking.
- Maintained accurate files and documents through meticulous attention to detail and effective usage of electronic filing systems.
- Ensured optimal performance and satisfaction by conducting site visits to monitor security personnel and address their needs.

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## **PROFESSIONAL DEVELOPMENT**

**Master in Supply Chain Management**, University of Oklahoma

2024

**BS Business Administration – Management**, California State University Northridge, GPA: 3.28

2022

*Coursework:* Business Ethics, Business Law, Managerial Economics, Employment Practice, Operations Management