

With our help, Minhaj Din got his dream job as a Contract Specialist at Defense Logistics Agency.

»»» Here's what Minhaj had to say about our work:



Minhaj Din
1 review



★★★★★ 2 months ago

Very professional and excellent Resume/Cover Letter writing. I highly recommend! Was done very quickly! As soon as the resume and cover letter were written for each job description i got 5 interviews per week! I also tips and help on how to do interviews in pdf form sent to me. I finally accepted the job position that was sent to me from the dream job within the last month.!!! I highly recommend using Career tuners for anyone wanting their dream job respectively! The prices are great as well.

Minhaj's backstory:

He was looking for a contract specialist and other supply chain jobs (Supply Chain Analyst). Minhaj's resume wasn't ATS-friendly and lacked accomplishments.

Overall his initial resume did not build a strong case for him.

Our Approach:

It is very important to have a highly targeted resume when applying for jobs.

Thus, we suggested two resume iterations, one for contract specialist roles, and one for supply chain.

Here's what we did for his Contract Management resume:

- 1** Highlighted his problem-solving and other critical skills needed for contract management roles.
- 2** Built a strong personal brand in line with the target role. Created a “Wow” factor and helped him stand out.
- 3** Restructured the resume into an ATS-optimized format, verified by 3000+ recruiters.

Where is Minhaj now?

Right after applications with the files we created, Minhaj got five interviews/week.

Within a couple of months, he landed his dream job as a Contract Specialist.

Warning: The following pages have been saved as images in order to protect Minhaj's work as well as our work from being copied and indexed. As a result, uploading this exact file into an Applicant Tracking System will not work. If you are interested in hiring Minhaj, please email us at contact@careertuners.com so we can forward your email to him.

Here's the resume we made for him:

MINHAJ DIN

661.592.9972 | minhajdin16@gmail.com | Santa Clarita, CA 91390 | [LinkedIn](#)

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

Monitoring & Compliance | Federal Contracts | Business Processes Improvement | Customer Negotiation

- **Policy & Procedure Compliance:** Ensured adherence to laws at *Professional Security Consultants* 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 at *Professional Security Consultants* by ensuring timely processing of contract payments and documents, such as invoices, general agreements, reimbursements, and statements.
- **Contract Closeouts:** Attained timely delivery and federal regulations compliance for the Department of Defense (DoD) parts and supplies by reviewing *Galaxy Die & Engineering Inc.*'s contracts and submitting them for closeout.
- **Key Skills:** Contract Management; Data Analysis & Reporting; Administrative Processes; Contractor Negotiation; Documentation Review; Vendor Auditing; MS Office: Word, Excel, PowerPoint; Languages: English, French, Urdu

PROFESSIONAL EXPERIENCE

~ Pursuing proficiency in the French language while looking for the next best opportunity. ~

08/22 – Present

Contract Officer, Professional Security Consultants

06/20 – 03/22

Salary: \$00000/year | No. of Employees Supervised: 00 | Hours/Week: 40 | Reported to: ABC

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 3 long-term contracts worth over \$1.4M 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, and maintaining accurate and up-to-date spreadsheets, ledgers, and journals; input 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.

Intern, Galaxy Die & Engineering Inc.

03/18 – 09/18

Salary: \$00000/year | No. of Employees Supervised: 00 | Hours/Week: 16 | Reported to: ABC

Collaborated with the company owner and supply team to manage logistics and supply chain operations; involved in accurate inventory maintenance, material sourcing, and delivery coordination.

- Contributed to the successful closure of several federal contracts by ensuring all requirements were met, conducting quality assurance checks, and submitting accurate and complete reports on time.
- Ensured successful execution of multiple federal contracts by reviewing for compliance, tracking progress, and verifying tasks.
- Secured experience in logistics and supply chain operations of defense-related requirements, equipment, assembly line, and parts.

EDUCATION

Master in Supply Chain Management, the University of Oklahoma

Expected Completion: 2024

BS Business Administration – Management, California State University Northridge

2021 – 2022

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

AS in Business Administration, College of the Canyons | Transferred credits to California State University, Northridge

2018 – 2021

And here's the resume he was using before he worked with us...

Minhaj Din

I am a recent graduate from California State University, Northridge - Summer 2022, earning a Bachelor's degree in Business Administration. My 2+ years of work experience with private companies has fostered the development of excellent critical thinking and leadership skills. I have excellent integrity and work ethic and I am experienced in Microsoft Suite applications and a quick learner on other IT operating systems. I learn quickly and highly desire to pursue a path in government contract administration. I am dedicated, hardworking and committed to doing what the government needs from me to build my knowledge base that will ultimately support our Nation and the men and women we serve.

FULL TIME WORK

Contract Officer, Professional Security Consultants

Los Angeles, CA, 90049 • June 20, 2020 — March 30, 2022

- Worked Monday - Friday, 8AM - 5PM, 40 Hours per week
- Reviewing contracts and performing paperwork and filing.
- Office help in the Accounting department including paperwork and filing.
- Helped in contract closeouts and contract payments reconciliation
- Made sure administrative work was delivered with quality, within timely manner and followed by correct policies and procedures.
- Provided security guards/services for various venues and events. Secured premises with personnel and monitoring surveillance equipment.

VOLUNTEERING

Galaxy Die & Engineering Inc

Valencia, CA, 91355 • March 8, 2018 — September 5, 2018

- Reviewed federal contracts for compliance and check the progress to make sure the work was finished on time.
- Make sure the work will finish on time and helped in closing the contracts and submitted the contracts for closeout.
- Worked on Logistics and Supply Chain of Defense related equipment, assembly line, and parts requirements.

References

- William H. Foster | Director, DCMA - Los Angeles, 6230 Van Nuys Blvd, Los Angeles CA 91401 Office - (818) 267-2001 | Cell - (562) 756-3414, "Make a Difference, Make it Better"
- Shahab Din (Father) - Retired Supervisory Auditor, DCAA - Los Angeles, 6230 Van Nuys Blvd # 2019, Van Nuys, CA 91401 Cell - (661) 544-5372
- Israr Syed - Chief Accounting Officer, Professional Security Consultants, 11454 San Vicente Blvd, Los Angeles, CA, 90049 Cell - (818) - 535 - 0004

28748 Seco Canyon Road, Santa Clarita, CA, 91390
minhajdin16@gmail.com
661-592-9972

The two-column layout was scrambling his resume in Applicant Tracking System.

HOBBIES

Photography, Board Games, Learning Languages, Volunteering, Sports, Traveling, Working Out, Organizing, Leadership

SKILLS

Communication Skills, Time Management, Leadership, Strategic Planning, Languages, Microsoft Office, Problem Solving, Time Management, Decision Making, Adaptability

EDUCATION

College of the Canyons

Santa Clarita, CA • August 2018 — February 2021

Associate in Science for Transfer Degree; Business Administration
GPA: 3.21

California State University Northridge

Northridge, CA • July 2021 — August 2022

B.S - Bachelor of Science; Business Administration - Management
GPA: 3.28

CERTIFICATIONS

College of Canyons Dean List Award
December 2020

Business Administration - B.S. Degree
August 2022

Associates in Science for Transfer - Business Administration

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[Call Us](#)

