**First Name of Application CV No:** **1651812**

Whatsapp Mobile: +971504753686



**EXECUTIVE SUMMARY:**

**13 years Experienced** Self motivated and well organized **Certified International Supply Chain professional (CISCP)** with substantial experience and outstanding skills in Procurement, Logistics with more than 7-8 years of experience.

A result driven, hardworking and capable Procurement Officer with a track record of significantly reducing costs and also improving a company's processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers.

**KEY SKILLS & EXPERTIES:**

+ Supply Chain management + Strong Negotiation Skill + Strategic Procurement

+ Cost control in Procurements + Team building + Vendor Development

+ Leadership and Teamwork + Logistics Operations + Staff Training

**CERTIFICATION:**

* **CISCP- Certified International Supply Chain Professional,** from **International Purchase and Supply Chain Management Institute (IPSCMI).**
* **Certification in Logistics & Supply Chain Management** from **Leeds Management Training & Consultancy** (Year 2008)**.**
* **Certification in Import & Export Procedures** from **In house Training** (Year 2011)**.**
* **MS Office Training from Microsoft Certified Professional** (Year 2010)**.**

**ACADEMIC QUALIFICATINS:**

* **Bachelor of Commerce (B.Com)** with 1st Class from **Punjab College of Commerce Science**. (Year 2002).

**CAREER HISTORY:**

**Experience: - In UAE: 10 years**

**In Pakistan: 3 years**

**Silvertech Middle East FZCO (Part of Rockwell Automation)**

**Procurement Officer - Mar 2009 – Present**

Responsible for working closely with the selected supplier and managing the companies procurement activities. Also providing leadership for the purchasing department and motivating staff to achieve maximum performance and efficiency. Making sure that the purchasing department works within all of the companies Operational Procedures.

**Duties:**

* Managing within a team of professional buyers.
* Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
* Continuously monitoring, evaluating and improving supplier performance.
* Sourcing the most affordable materials for the company's manufacturing process.
* Sourcing for new products for existing and new Manufacturer / supplier.
* Estimating the bill of materials and starting to procure the materials.
* Review material requisition for accuracy & verify that materials are not available from current Inventories.
* To make Purchase of material at the right quantity, in the right quality, from the right source at the right price and in the right time with negotiation skill.
* Handling the material purchase system and thereby identify and eliminate all the hidden costs and duplication of work attached with procurement.
* Contact suppliers to schedule deliveries and to resolve shortages, partial deliveries.
* Ensure Orders are send to Supplier in time and same Acknowledgement by supplier in stipulated time.
* Controlling the purchasing budget.
* Monitoring delivery times to ensure they are on time.
* Ensuring the adequate supply of all required materials, components and equipment.
* Delivering cost savings for the company.
* Managing the procurement supplier relationships for the company.
* Helping to source alternative items for buyers and customers.
* Developing sourcing strategies.
* Managing commodity cost initiatives.
* Regularly contacting suppliers to renegotiate prices.
* Resolving disputes and claims with vendors and suppliers.
* Promoting best practice across the company.
* Developing relationships with distributors.
* Working to create and promote a safe working environment.
* Involved in selling off excess, damaged and inventory and stock.

**Golden Falcon Chemicals, Ingredients & Specialties**

Division of **Golden Falcon General Trading LLC, UAE**

**(Tariq Al Majid Group Company)** –

**Purchasing and Import Coordinator: Jul 2006 - Mar 2009.**

**Duties:**

* Exposure to Food Ingredients related documentation from Global Food Manufacturing of Europe and Asia.
* Coordination with Dubai Food control Authority on Food Import Service and inspection.
* Exposure to clearing Vitamins through MOH and Dubai Municipality Food control service.
* Expertise in costing of Food related consignment by Sea & by Air.
* Expertise in handling shipment plans and inward logistics planning.
* Find out Manufacturer / supplier via browsing and coordinate for the particular products.
* Issue a Purchase order and send to supplier by scan / fax, Original send by mail.
* Communication with supplier about IPO, Shipment plan, Shipment confirmation.
* Prepare and update reports including Order status report, shipment clearance report etc…
* Follow-up with supplier for Copy / Original Documents.
* Coordinating with Shipping line / Agent for arrival, DO etc …
* Follow-up for clearance and intouch with W/H for shipment receipt.
* Handling IMCO and FIS shipment and interact with Dubai customs port for Container arrival and discharge.

**Dart Express Services L.L.C - Malti National Company**

**Asst. Manager Operations - 2004 - Jun 2006**

**Duties:**

* Handling Air shipments, Import & Export.
* Coordinating with Air lines for Rates and booking.
* Constant follow-up for shipments by online tracking and communicating with Airlines.
* Handling Air & Sea Import shipments, Release Delivery Order (DO), arranging transport and clearance.
* International, Local Correspondence with Overseas and local customers.
* Taking care of shipments as per Stander Object Procedure (SOP).
* Handling Nominations like LIZ CLAIBRONE, BRANDIX etc etc… as well as Free

hand shipments.

* Handling and swiftly resolving customer complaints in a professional and effective manner.

**Expeditor International – Pakistan - Multi National Company** –

**Operation and Documentation Executive-2003 - 2004**

**Duties:**

* Handling Air shipments, Import & Export
* Coordinating with Air lines for Rates and booking
* Constant follow-up for shipments by Online tracking and communicating with Airlines
* International, Local Correspondence with Overseas and local customers
* Taking care of shipments as per Stander Object Procedure (SOP)

**Competencies:**

* Supply chain management.
* Comprehensive understanding & experience of purchasing strategies and also inventory management.
* Regularly achieving cost saving targets.
* Extensive knowledge of purchase order systems and related software.
* Deep understanding of the principles of vendor management.
* Ability to manage multiple priorities.
* Excellent analytical, critical thinking and strategic skills.

**Personal:**

Date of Birth: 18.02.1979

Religion: Islam