 **SAIM CSCP**

**SAIM.291144@2freemail.com**

**Professional Profile h**

A **Certified Supply Chain Professional *(CSCP)*** by APICS, USA having an extensive experience of negotiations on commercial terms and conditions, specialized in Procurement Planning, Strategies, Global Sourcing, Vendor Evaluation, Collaboration etc. Having also a demonstrated [negotiating](http://www.kent.ac.uk/careers/sk/persuading.htm) and [organizing](http://www.kent.ac.uk/careers/sk/skillsactionplanning.htm) skills, a sense of responsibility and a capacity to work hard under pressure. Ability to relate to a wide range of people, as proven by varied work experiences. It may be mentioned that in the current tenure of my job, I have been involved in the procurement of over PKR.1,500 million in various manners of Construction, Technical Procurement *(i.e. Mechanical, Electrical, Instrumentation, Chemical etc)*, Office Equipments pertaining to Petroleum Industry.

**Career History h**

***ENAR Petroleum Refining Facility (EPRF), Korangi Industrial Area, Karachi, Pakistan***.

 **SENIOR PROCUREMENT EXECUTIVE *February 2013 – Present***

***Job Responsibilities***

* *Managing a team of 03 professional buyers.*
* *Liaison, manage and communicate the procurement relevant activities and queries to personnel at appropriate level of responsibility through email, fax or through telephonic conversation for successful delivery/completion of a task.*
* *Allocating appropriate resources keeping considerations of time & cost constraints.*
* *Continuously monitoring, evaluating and improving supplier performance*
* *Conducted supplier audits to ensure all suppliers met company standards, leading to enhanced conformity to packaging norms and product specifications*
* *Establishing positive working environment by building solid relationships with team members and other stake holders.*

 **PROCUREMENT EXECUTIVE *December 2010 – January 2013***

***Job Responsibilities***

* *Organized for and oversaw the purchase of goods and services (local & foreign) for the new project of EPRF-II as well as under execution Petroleum Refining Plant of EPRF, while strategically planning & submission of key deliverables to the stake holders within stringent deadlines.*
* *Carried out extensive research & comparison analysis of quotes from suppliers/manufacturers/contractors and summarize the analysis.*
* *Preparation of commercial evaluations in the light of analyzed summaries.*
* *Preparation of Letter of Intent, Purchase Order, Terms & Condition etc to the recommended suppliers and coordination of establishment of payment either in terms of LC or TT.*

***Mohammad Shafi Tanneries (Pvt) Ltd. (MST), S.I.T.E. Karachi, Pakistan***

 **EXECUTIVE & COORDINATOR *(SALES DEPARTMENT)*** ***June 2007 - August 2010***

***Job Responsibilities***

* *Handle all correspondence (internal and external) independently pertaining to the allocated territory.*
* *Build liaison and coordination between agents, sub-customers and customers.*
* *Coordinate among various departments i.e. production, packing export and accounts for changes and amendments of any order.*
* *Managing policies and records for follow up the goods.*
* *Monitor and Continuous Follow up for payments from customers.*
* *Managing several administrative tasks like supervising courier issues and providing coordination in participation of international fairs etc.*

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 ***Pi Computers, Clifton, Karachi, Pakistan***

 **ASSISTANT MANAGER**  ***2004 - 2007***

***Job Responsibilities***

* *Managing Administrating Tasks.*
* *Also involved in serving customers, recruiting staff and promoting their continuous training and development.*
* *Creating a constructive yet relaxed working environment where operational development & team efficiency is the number one priority.*
* *Maintain/Update official records.*

 **SYSTEM SUPPORT ENGINEER *1999 - 2004***

***Job Responsibilities***

* *Acting as the first point of contact for all IT & technical queries.*
* *Responsible for diagnosing & resolving hardware, software & end users problems.*

**Professional Qualification n**

* ***Certified Supply Chain Professional (CSCP)* *from APICS, USA*.**
* ***Professional Diploma in CSCP™ from Pakistan Institute of Management (PIM), Karachi.***
* ***Professional Diploma in Supply Chain Management from Pakistan Institute of Management (PIM), Karachi.***
* ***Post Graduate Diploma (Business Administration) from Mohammad Ali Jinnah University, Karachi.***

**Academic Qualification**

* ***Master of Business Administration*** *(M.B.A. Finance)* in 2010, from Mohammad Ali Jinnah University, Karachi.
* ***Bachelor of Science*** *(B.Sc. Mathematics, Statistics & Computer Sciences)* in 1998, from University of Karachi.
* ***Intermediate*** (*Pre-Engineering*) in 1995, from Board of Intermediate Education, Karachi.
* ***Matriculation*** *(Science)* in 1992, from Board of Secondary Education, Karachi.

**Computer Literacy**

**Fast and** proficient with Microsoft Windows, Office & other Internet Programs.

**Key Competencies and Skills**

* Excellent communication skills *(written and verbal)*.
* Capable of handling Projects on own.
* Team player, enjoy working in both team environments and independently.
* Capable of handling substantial volume in time constraint environment.
* Active Learner.
* Excellent organizational, analytical, problem solving skills.
* Shown myself to be self-motivated, committed and determined in achieving my goals, come what may.

**Personal Information a**

Date of Birth : 15th January, 1977

Marital Status : Married

**References a**

References shall be furnished on demand.