**Saad Ahmad Khan**

Procurement/Warehouse Manager

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| **PROFESSIONAL SUMMARY** |
| * Proactive, organized, confident and solution oriented procurement/warehouse manager. I strongly believe in ensuring maximization of value for money and cost savings for the company.
* Expert in purchasing and tendering activities, always ensuring that purchasing activities support and strength the strategic objectives of the overall organization.
* Core competencies: Developing and managing a procurement department. Attention to details with ability to understand vast amount of data.
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| **WORK EXPERIENCE** |
| **MANAGER PROCUREMENT** |
| **Fazaia Housing Scheme - Gujranwala, Sargodha**(One of new upcoming real state organization in Pakistan, It is joint venture with Pakistan Air Force) | **April 2015 – Present** |
| ***Responsibilities:***In my current role I am responsible for:* Complete procurement cycle, dealing with all aspects pertaining to ordering of materials from vendors, services and supplies for the company.
* Regular status reporting as regards purchase orders and movement of commercial bulky consignments. Maintaining relevant documents and database.
* Evaluating construction industry trends and supplier core competencies by assessing comprehensive list of suppliers and innovating negotiation strategy also coordinating with field offices and outlined bid evaluation forms.
* Managing vendor exposure: Budgeting and credit limits of vendors for all projects.
* Reviewing daily data entry reports. ERP System Microsoft Dynamic AX 2012, Procurement and Warehouse Module.
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| ***Achievements:*** Implement system of demand & approvals, after this we can manage proper inventory in store and decrease over purchases.* Introduce procedure of quotation & comparative statement to get best rates and to minimize the risk.
* Introduce new vendor on suitable terms & start direct dealing with corporate level sector.
* After direct dealing we decrease handsome rates of goods as compare with previous one so As per annual report we can save around 15 million in same period.
* Successfully completion of Microsoft Dynamic AX 2012, Procurement & Warehouse Module after implementation we consumed old inventory worth around 40 million in 3 months.
* Before implementation of ERP system there is no tracking of goods and after Implementation we are enable to track/ consume goods systematically.
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| **MANAGER WAREHOUSING** |
| **Bahria Hills - Muree, Islamabad**(Project of one of the largest real estate company in Pakistan, Bahria Hills is most highly profile project for foreign investors) | Sep 2013- April 2015 |
| ***Responsibilities:***With Bahria I was responsible for:* Warehousing & distribution operations. Initiating, coordinating, & implementing Standard Operational Procedures.
* Liaising with suppliers & local warehouses regarding material handling & transportation and controlling inventory levels by conducting physical counts; reconciling data storage system.
* All warehouse operational requirements including scheduling & assigning employees’ tasks.
* Warehouse staff orienting, and training.
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| ***Achievements:**** Systemize stacking of goods as per categories, after proper stacking we can update inventory records and make goods useable which are dumb since last financial year, cost of goods is around 35 million.
* Implemented SQL based customized software for warehouse. Update items coding system, vendor account system, items evaluation as per demand.
* After implementation we can originate one click report regarding, vendors, items, invoicing which helps in fast decision making and utilization of less resources efficiently.
* After successful software implementation in civil store, all related stores (Mess store, Mechanical store) were updated accordingly which reduced extra resource efforts.
* Got promoted from Incharge Warehouse to Manager Warehouse after successful completion of Stacking of goods & Implementation of SQL based software.
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| **INVENTORY CONTROL/ ASSET OFFICER**  |
| **Bahria Town – Lahore** | Feb 2012- Sep 2013 |
| ***Responsibilities:**** Stock reconciliation, Cycle count, Shelf Life Tracking, Stock Keeping Unit rationalization.
* Complies with suppliers & local warehousing regarding material handling & transportation
* Planning Stocks & Inventory levels, Logistics costs, Performance evaluation.

***Achievements:**** Achieve tasks on time as given by higher management.
* Implement procedures of warehousing, stacking of goods.
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| **INVENTORY CONTROLLER WAREHOUSE** |
| **Bahria Golf City -*Bahria Town* Islamabad, Pakistan** | Jun 2011- Feb 2012 |
| ***Responsibilities:**** Accurate Documentation according to the policies
* Maintains records of all deliveries
* Receiving and inspecting all incoming shipments.
* Manages daily report to higher management

***Achievements:**** Achieve tasks on time as given by higher management.
* Implement procedures of warehousing, stacking of goods.
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| **ASST. MANAGER PURCHASE**  |
| **AGU Engineering Company - Islamabad, Pakistan** | Jan 2010 - June 2011 |
| ***Responsibilities:**** Responsible for Purchasing section
* Determine decision-making criteria based on customer product and service need.
* Manage all cash handling and reconciliation procedures; Manage store inventory.

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| **IT PROFICIENCY:** |
| * MICROSOFT DAYNAMIC AX 2012 (used in Fazaia housing Scheme – Current employer)
* SQL Based software. (used in Bahria town)
* G-SAP.
* Microsoft Office
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| **ACADEMIC QUALIFICATION** |
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| **Qualification** | **Period** | **University/Institute** |
| M.COM | 2014-2016 | University Of South Asia - Degree Awaited |
| B.COM(IT) | 2008-2010 | Govt. College Of Commerce - University of the Punjab |
| I.COM | 2006 – 2008 | Govt. College Town Ship, Lahore. Pakistan |

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| **LANGUAGES**:  |
| * English: Average
* Urdu: Native
* Punjabi: Fluent
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