SHAHJEHAN

 SHAHJEHAN.316337@2freemail.com

**Manager- Procurement & Contracts**

Senior procurement professional with 19 years’ accomplished career track in Retail, FMCG, FM, M.E.P, F.F.E, Automotive, Aviation, & IT is known for delivering and sustaining revenue and profit gains within highly competitive markets. Exceptional communicator with strong negotiation skills, excellent problem solving abilities, and a keen client needs assessment aptitude. A strong MBA background backed by Supply Chain Management certificates and multi-linguistic advantage. Participate in procurement process, undertakes detailed investigation of the market, establishing cost effective purchase agreements, tendering and negotiations. Monitor supplier performance, purchase administration issues, and contribute to the organization through continuous processes improvement & project reviews.\_\_\_

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| Key Skills and Abilities |  |

Strategic & Tactical Planning Purchase/ Savings Reporting Vendor Relations

Sub contract administration Competitive Purchase Analysis Policy Formulation

Contract Management Budget Management Purchase Presentations

Agency Agreements Team Player Training/Supervision

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| Carrier Progression |  |

1. Manager- Procurement & Tender: Al Naboodah Commercial Group, Dubai, a leading business group in UAE with interests in construction, automotive, real estate etc. from 2012 till date.
2. Purchasing Manager: National Trading & Developing Est. Dubai, a leading FMCG distributor in UAE, with products like Cadbury, Pokka, Davidoff etc. from 2008 to 2012.
3. Group Purchasing Officer: Kamal Osman Jamjoom Est., Dubai, a multichannel retail group in the Middle East with well-known brands-Nayomi, Mikyaji, ELC & Body Shop from 2006 to 2008.
4. Supervisor- Procurement Dept: King Fahd International Airport, Dammam- KSA- the second largest airport in the world, from 1998 to 2006.

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| Major Achievements |  |

In Al Naboodah Commercial Group:

* Blanket Purchase agreements with oil companies: By placing blanket purchase orders with major oil companies, the prices were fixed for a year and a saving of AED 50,000- aprx was reported in the year 2012-2013.
* Standardization of tender evaluation process: By formulating a standard tendering process, we could reduce the time taken in the tendering process and manage the deadlines effectively.
* Assigned as “Change Manager-Business” during the implementation of JDE- E Procurement process.
* Streamlining/ standardization of marketing activities: Through standardizing the ads & promotional items purchases, yearly requirements were consolidated the getting better prices, thus bringing an overall savings of AED 25,000 to 30,000 a year.

In NTDE:

* Successfully set up the Purchasing Dept., formulating policies & procedures in coordination with all functional depts.
* Instrumental in formulating the ERP for Purchasing Dept.
* Implemented various SLAs such as- Dnata Travel Management, Fuel Supply contract with Shell & TOTAL, Fire/ Safety agreements, Office/ Store Equipment service agreements, Labor Supplies, Cleaning Service, Rent A Car Service, Vehicle Maintenance Service, Catering Service, Lease Agreements etc.
* Successfully led the department through ISO implementation process becoming the first to get through.
* Secured overseas supply contracts through visits to foreign countries.

In KOJ LLC.

* IT Purchase- Contract Licensing

Track record of consistent cost savings achievements against earmarked budget through buying from appropriate suppliers.

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| Professional Experience |  |

**Al Naboodah Commercial Group, Dubai-UAE: 2012 – Present**

***Position: Manager Procurement & Tender***

**Responsibilities:**

* Specified procurement strategies and processes in cooperation with central units to ensure economic long-term supply of goods and services.
* Provided an optimal portfolio of alternative suppliers, products and services to meet requirements thereby ensuring best possible quality and minimizing lead-time, inventories and cost.
* Led national and international market analyses.
* Organized and executed regional and cross-regional bundling of the demands of the different BUs/sites and projects for optimum utilization of procurement synergies

* Undertook supplier management (jointly with partner functions, e.g. sales divisions, work shop, logistics, etc.) in order to obtain the best suppliers and ensure an optimum supply chain.
* Analyzed demand, markets and suppliers to create a basis for deciding on the optimum sourcing strategy
* Prepared, awarded, and executed a variety of contracts for services and materials purchase.
* Obtained and administered tender bonds, performance bonds, warranties etc. from contractors.
* Reviewed bids, and assisted in the determination and awarding of contracts including their administration.
* Prepared tender and contract documents including review of technical specification.
* Negotiated contracts, general agreements and prices with suppliers (non-legal aspects)
* Prepared agency agreements in coordination with legal department.
* Followed up on contracts, including contract renewal reminders, amendments, cancelations, extensions and claims.

**National Trading & Developing Est., Dubai, UAE: 2008 - 2012**

***Position: Purchasing Manager***

**Responsibilities:**

* Provided assistance to the team, assumed leader role for purchasing on corporate initiatives.
* Liaised between the company and assigned strategic vendors, interpreting forecasts to secure pricing with vendors.
* Negotiated terms & conditions of purchases with vendors, as and when required.
* Maintained accurate purchasing information of materials.
* Maintained Cost Control and Vendor Business Relationships.
* Supervised the activities such as issue of enquiries and purchase orders, collection of tenders, archiving of purchase order documents.
* Reviewed suppliers’ pre & post commitment performance, advised management for necessary actions as per policies & procedures.
* Supervised activities for developing new sources for the benefit of the company to achieve savings/ improve delivered values through use of new & alternate sources, alternate products.
* Supervised the activities with freight forwarders for clearance through Airport, Seaport etc.
* Generated reports such as Monthly Purchase Reports, Cost Control Reports & Savings Reports.

**Kamal Osman Jamjoom LLC, Dubai, UAE: 2006 – 2008.**

***Position: Group Purchasing Officer***

**Responsibilities:**

* Secured the best possible price vis-à-vis for all purchases based on sound purchasing practices & negotiations.
* Reviewed current sources of supply and pursue new supplier development based on avoiding single source of supply, identifying new manufacturers with lower rates.
* Proposed alternate material standards where it appears justified in terms of cost savings or new sources of supply.
* Ensured availability of materials at all times by maintaining optimum stock level.
* Maintained a high level of efficiency, effectiveness and morale of the department.
* Monitored supplier performance & purchase administration issues.
* Created purchase orders based on the requests from material planners & other departments.
* Evaluated vendor performance based on quality, delivery, price & service.
* Maintained supplier master, price master & item master files.
* Generated various reports such as cost savings, purchase reports, consumption reports etc.

**King Fahd International Airport-Dammam (Kingdom of Saudi Arabia) 1998-2006.**

### Supervisor-Procurement Department

**Responsibilities**

* Prepared Tender documents, evaluated bids, and provided competitive Pricing.
* Sourced suppliers both International & Domestic.
* Ensured specifications of tenders & bids optimize profits.
* Conducted commercial negotiations based on company policies and concluded the deal for best deliver, cost and performance.
* Prepared Contract Terms, conditions and commercial schedules. Located and sourced alternate suppliers in case of problems with primary suppliers.
* Processed Purchase Requisition, Inviting Quotations from different companies.
* Proactively expedited with suppliers/shipping division for timely delivery of materials
* Alerted projects and/ or related personnel on any potential delays and recommend corrective measures well in advance to mitigate the schedule risks.
* Closed out PO after ensuring completion of all deliverables. Reviewed supplier’s performance and developed report on performance for record/ action
* Certification of invoices to Finance Dept for payment to suppliers.

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| Education |  |

Bharati Vidyapeeth Institute of Management, India.

**Master of Business Administration (MBA) 1995-1997.**

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| Professional Training & Skills |  |

**Supply Chain Management** Certification- from **IOSCM (UK**)

**SPSM** (Senior Professional in Supply Management) Certificate from **Next Level Purchasing Association, USA**

A Certificate on **Project Procurement Management.**

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| Computer Skills |  |

Windows XP: Microsoft, Widows, Word, Excel, Power Point, Peachtree, Dolphin-Active Retailer, Palm-ERP, JD Edwards.

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| Personal Details |  |

Date of Birth : 05-10-1971.

Marital Status : Married.

Nationality : Indian.

**Languages Known : English, Arabic, Hindi, Urdu, Marathi & Malayalam.**

Driving License : Four-wheeler- UAE