

**Raheel** **raheel.352445@2freemail.com**

**RESUME**

**PROFESSIONAL SUMMARY**

**AREAS OF EXPERTISE**

Results-oriented, highly productive procurement management professional with **8+ years of industry experience** possessing a demonstrated ability to significantly reduce procurement costs by standardizing processes, negotiating favourable terms and streamlining supplier channels. Exemplary relationship building and problem solving skills that foster trust and dependability.

Currently seeking a suitable position with an exciting and ambitious company that offers genuine room for progression, where I can effectively contribute to the company’s growth.

* Negotiating
* Supply Chain Management
* Material supply solutions
* Tenders / Estimating
* Supplier identification
* Project & Contract Management
* Facilities & Supplies Management
* Supplier assessments
* Supplier relationship management

**EDUCATION**

**Bachelor in Business Administration - BBA (2009)**

**London City College, UK University**

Specializations: Marketing & Advertising

**SKILLS & STRENGTHS**

* Effective communicator
* Self-starter
* Capable problem solver
* Goals oriented
* Proficient organizer
* Attention to detail, methodical
* Proactive, initiative driven

**WORK EXPERIENCE**

**Purchasing & Administrative Specialist**

**Adlabs Advertising**

**Dubai, United Arab Emirates**

Handling procurement processes, strategize and formulate policies, deal closure through various stages of the procurement cycle.

**Logistics Coordinator**

**Gulf International – Al Batha Group**

**Dubai, United Arab Emirates**

Part of the Logistic, responsible to oversee, co-ordinate and run buying processes for the company, along with vendor management.

**Du Telecom**

**Du Head Office Al Salam Tower**

**Media City, Dubai**

Handled key Account Dealers with purchasing and queries with customer sim issues.

…….Work experience in detail on Page 2

**April 2014 -**

**Present**

**Dec 2011 -**

**Sep 2013**

**Nov 2008 -**

**Nov 2011**

**TECHNICAL SKILLS**

* Well versed with MS Office
* Usage of purchasing tools & SAP
* Presentation skills

**REFERENCES**

Available upon request

**Procurement Executive**

**Adlabs Event Management**

**Dubai, United Arab Emirates**

Handling procurement processes, strategize and formulate policies, deal closure through various stages of the procurement cycle.

Activities included but not limited to:

* Leading the development and execution of purchasing strategies
* Track and report key functional metrics to reduce expenses and improve effectiveness
* Craft negotiation strategies and close deals with optimal terms
* Oversee the payment process
* Determine quantity and timing of deliveries; ensuring optimal levels of stock
* Partner with stakeholders to ensure clear requirements documentation
* Forecast price and market trends to identify changes of balance in buyer-supplier power
* Perform cost and scenario analysis, and benchmarking
* Assess, manage and mitigate risks
* Seek and partner with reliable vendors and suppliers
* Perform supplier assessments; ensuring all required criteria are met
* Contracts database management; data archival

**Logistics Coordinator**

**Gulf International – Al Batha Group**

**Dubai, United Arab Emirates**

* *Preparation of logistics plans to support all relevant operations within the programme or project.*
* *Supporting Team of representatives to achieve the set targets by the company.*
* *Manage the distribution, and logistical functions related to finished goods inventories.*
* *Coordination with Warehouse and Plant Supervisors to establish procedures that support inventory best practices that allow for optimized material flow, efficient handling and accurate tracking of stocks.*
* *Checking Quality Control and Storage of the stocks.*
* *Creating reports with the knowledge of SAP.*
* *Supporting the Sales Team with monthly Promotions and Product Trainings.*
* *Presentations created for weekly meetings with the management for MOM [Month On Month] & YTD [Year Till Date] reports.*
* *Sales Analysis for FMCG and Pharmacy Market*

**Du Telecom**

**Al Salam Tower, Media City**

**Dubai, United Arab Emirates**

* Work proactively to resolve issues and improve the service towards Dealers and internal teams
* Attempt to resolve queries as quickly as possibly
* Execute outbound campaigns and calling initiatives in a professional way
* Communicate and escalate any issues that cannot be immediately resolved
* Follow up with channels that resolutions to queries and issues are successfully implemented
* Contribute to the development and distribution of Frequently Asked Questions (FAQs) to channels
* Actively communicate any issues and related knowledge within the organization
* Gather and distribute knowledge related to:
* Dealer management (registration, roll-out)
* Commissions (payments, approvals)
* Logistics (ordering recording, support, follow-up)
* General operational issues and support (policies and procedures, IT systems)
* Consumer direct sales force related problems
* Work on ad-hoc projects as team members to resolve general tasks within the Sales area.

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**Feb 2008 -**

**Nov 2011**

**Dec 2011 -**

**Sep 2013**

**WORK EXPERIENCE**

**Apr 2014 -**

**Present**

**RESUME**