**Ozair**

**Procurement Executive**

 Dubai, United Arab Emirates

🖂 Ozair.383262@2freemail.com

Executive Profile

A procurement Professional with a master’s degree in supply chain management.Having extensive experience of more than 6 years in the field of procurement, logistics and supply chain operations in Pakistan, Qatar and UAE,seeking a position where I can add value with my experience and achieve my career goals.

Expertise

* Supply Chain Operations
* Logistics
* Inventory Management
* Budgeting
* Microsoft Office
* Decision Making
* Strategic Sourcing
* Imports & Exports
* Warehouse management
* Cost Controlling
* ERP Software
* Leadership
* Procurement
* Vendor relationship
* Negotiation
* Contract Management
* Multi-Tasking
* Technical &IT

Experience

1. **AAGT International | Dubai, UAE.**

**An International Procurement and Sourcing company**

**Procurement Executive June 2016 – Present**

**Key Responsibilities**

* Successfully handled all aspects of procurement from sales inquiry up till export.
* Vetted out suppliers by supplier evaluation and added them in our database
* Expertly negotiating with vendors to reduce costs.
* Proactively handled all export shipments by identifying key information and documentation.
* Staying up to date with the commercial market to see fit the best time to purchase.
* To get various certifications like FERI certificate, COC Certificate, COO Certificate etc. where required, depending on the country goods are being exported to.
* Efficiently prepared reports to have a clear idea of the status of tasks and what needs to be done.
* Coordinated with management to figure out key issues and had them resolved.

 **Key Achievements**

* I Have handled a multimillion Dollar luxury apartment in purchasing Civil, Electrical, Mechanical

and Interior material like shower panels, decorative lights, wall papers, wall panels etc.

* Successfully won a project for tea bag machines, tea filling machines, tea filter papers and batch, production & Expiry machines by sourcing cheap goods with good quality from China and shipping through LCL.
* Have helped the company in negotiating and managing the contracts by adding key points

tosecure company’s interests.

* Have worked with my company for Projects in Iraq, Karbala and Kamzain in providing all goods

related to hotels likeKitchen equipment, electric appliances, furniture etc.

* Helped the company register Cosmetics through Dubai Municipality and Montaji for clients in India.
* Have helped the company to procure good quality packing material based on the time lines on which

they were at the cheapest of prices from China.

1. **Doha Connection W.L.L | Qatar**

**An IT company working on IT recruitment and providing IT Solutions**

**Procurement Executive June 2015 to Apr 2016**

* Procurement of IT solutions and electronic items.

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1. **Tahir Builders (Pvt.) Ltd. | Pakistan**

**A construction company making residential buildings for Pakistan Airforce**

**Purchase & Warehouse Manager January 2012 to May 2015**

* Procurement of building materials to fulfill the requirements at Pakistan Air-force Base.

Education

1. **MBA/MS (Supply Chain Management)**

IQRA University Islamabad, 2013

**Core Area of Study**

* Supply Chain management
* Strategic Logistics Management
* Procurement and Sourcing
* Distribution and Channel Management
* Proactive Supply Chain

**Thesis**

* Importance of Bullwhip Effect on Supply Chain Operations Efficiency

Profile

**Place of birth** Luton, United Kingdom

**Religion** Muslim

**Marital Status** Married

**Gender** Male

**Date of Birth** 21-jan-1988

**Languages** English (Fluent), Urdu/Hindi (Fluent)

**Availability** 1 months’ notice

**Visa Status** Employment Visa (Transferable)

References

Available upon request.