**BURHAN**

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**PROFILE**

Assistant Procurement manager with 9 years of professional work experience. Having Special expertise in Trade, Logistics, Purchase and Accounts Management. Hands-on experience of management operations in an I.T-based work place. A hardworking, pro-active SCM manager with an upbeat and positive attitude, who is looking for an opportunity to make a big difference in a business that is moving forward. Possessing a track record of achievements and a proven ability to manage the vendor/supplier based business to reduce lead time and cost where ever possible. Results driven and able to use initiative to develop effective solutions in supply chain problems, whilst having active and dynamic approach to getting things done efficiently.

# PROFESSIONAL EXPERIENCE

**April 2011 to date**

**Assistant Supply Chain Manager at Asia Bolt Industries LLC Dubai**, A leading manufacturerof engineering and customized Fasteners in Gulf region, Africa and Asia. ASBO is an ISO 9001-2015 Certified company which has largest manufacturing plant in the region and involved in a broad range of extremely reliable, precise and accurate Structural Bolts, Stud Bolts, Anchor Bolts, U Bolts, Threaded Bars in Steel and Steel Alloys of different sizes from high quality Graded raw material. Asia Bolts Industries is considered as one of the few UAE leading manufacturers of special bolting for critical applications. The company benefits from the dedication and combined strength of Technical & Commercial Staff. My job responsibilities include:

* Supervision of supply based warehouse operations including movement of materials and equipment, supply of Containers and trucks to maintain a consistent level of logistics and procurement support of international sourcing activities
* Responsible for ensuring all equipment, materials and services are received in-house on time.
* Supervise, trains, mentors and develops skill sets of logistics and materials management personnel from start-up to affiliate stage of operations
* To assist for evaluation of RFI’s and RFQ’s received from suppliers all around the globe, preparation of commercial proposal, assist in the management of assigned purchase orders/contracts, searching new suppliers, forecasting and planning.
* Co-ordination of all outbound cargo shipments, acting as a focal point, liaising with Suppliers, Supply Base Service Provider.
* Ensure Cost allocations are made accurately in a timely and transparent manner
* Liaise and negotiate with suppliers and ensure competitive shipping rates are available and valid.
* Applying with customs approvals, clearances for export and import operations, use of online customs portal E-Mirsal II.
* Handle imports and exports documentation, including Certificate of origin Chamber and GCC duty exempted documents.
* Monitor cost resource deployment, productivity improvements, manpower planning
* Coordinate with agencies and subcontractors
* Reviewing all contracts/agreements to achieve ‘best price/best quality’ purchasing.
* Preparing & processing requisitions, purchase orders & invoices for purchases.
* Giving sourcing input to colleagues to aid business planning & development.
* Making recommendations & advising senior management on all purchasing issues.
* Maintaining records of supplier contracts, agreements, goods ordered received.
* Managing vendor relationships and building effective supply chain partnerships.

**November 2009 to December 2010**

**Logistics In-Charge at Abu-Dawood Group Pakistan,** Abu-Dawood group is one of the largest strategic services providersto world-class clients like Procter and gamble, Clorox, Quaker Oats, United Riceland, Ferrero and Pepsi etc. Company aim to fulfil customer requirements and offer a full selection of complementary services in ways that address client-specific needs and interests such as, Key Account Management, Retail Sales, Van Sales, Merchandising, Logistics, and Marketing. My major responsibilities include:

* Coordination with Sales team for timely delivery of goods
* Stock Inventory maintain, enhance and proper application of product adjustments
* Order lists receiving and preparation of goods for delivery
* Warehousing of received goods and their proper upkeep
* Identification, locating, obtaining and arranging shipment of replacement requests
* Updating, tracking and coordinating the shipment status towards the customers/sales team and communicate with Head office whenever needed
* Support and coordination in Packing/Repacking of Shipments.
* Overall stock responsibility e.g. report of stock inventory level weekly/monthly and report status to sales team and finance
* Involvement in forecasting with the sales team to ensure the right Product demand.

# EDUCATION

* **CTLP-** **Certified Trade & Logistics Professional (2012)** Dubai Trade - Dubai UAE
* **MBA – Finance (2009)**

Bahria University Islamabad Pakistan

* **BA– Stats, Economics (2006)**

Punjab University Lahore.

* **F.S.C-Pre Engineering (2001)**

Army Public Collage Jhelum Cantonment.

# ACADEMIC INTERNSHIP

My internship at **Pakistan Tobacco Company Jhelum Pakistan (PTC)** has taught me more than I could have imagined.

As the consumer market analyst Intern, I feel my duties were diverse, and ever-changing. These are some of the most beneficial lessons I have learned.

* While communicating with the customers and distributors helped a lot to discover the power and importance of customers for an organization.
* Product specification and knowledge delivered to customers helped to identify the potential customers.
* Participated in promotions, prize draws and new products launched in the market.

Gathered significant data from the customers of competitors and helped create new customers by providing specific product knowledge to the customers.

* Written internship thesis with the help of all practical and theoretical knowledge gathered though time spent in PTC.

# CERTIFICATIONS AND TRAINING COURSES

**CTLP**- Certified Trade & Logistics Professional from Chartered Institute of Logistics & Transport U.K & Dubai Trade.–Supplychain, logistics and Dubai trade portal

**CA** Foundation, 5 Papers Passed from Institute of Chartered Accountants of Pakistan- studied basic and Advanced Accountingalong with auditing and taxation.

**CCPT**-Completion of Computer Practical Training, July 2003- Skans School of Accountancy- Hands-on training over Microsoft

Excel, PowerPoint, Word, FrontPage, MS Access, MS Project, In Page Urdu, Internet etc

**PSTC**-Presentation Skill Training Course, July 2005- basic techniques and methods regarding presentation along with practicalexposure to project presentation

**SOFTWARES-**Having expertise in using Oracle based system LIMS (logistics Inventory management System). Know the basicsfor new software Epicor being implemented in the company.

**SEMINARS & EXIBITIONS**

Abu Dhabi International Petroleum Exhibition & Conference – Sponsored by Asia Bolt to participate in veritable showcases of the latest technologies, products, services, and trends across the oil and gas industry.

Pakistan Oil, Gas & Energy Exhibition & Conference (POGEE) – On behalf of Asia Bolt Industries LLC participated in Pakistan Oil, Gas & Energy Exhibition & Conference (POGEE) which caters to the increasing demand for products and services in the Oil & Gas sector of Pakistan with an opportunity for the leading players to exhibit and introduce the latest in technology to the growing Energy Industry of Pakistan.

**PROFESSIONAL SKILLS**

Team player, productive, Creative, problem solver, Trouble-shooter, decision maker, Trustworthy and reliable, communication skills expert, Technical & Training development, Strong supplier relations, Energetic work attitude, Marketing and Sales knowledge, Active listening skills, Inventory control

# EXPERTISE AND ATTRIBUTES

Market & Competitive Analysis, Supplier Relationship Management, Start-ups & Turnarounds, Operational Management, Strategic Alliances, Profit & Loss Management, Strategic Marketing /Specification, Business Development, Contract Negotiations / Deal Closing, Financial & Contract Negotiation.

# PERSONAL PROFILE

Date of Birth Aug 22nd, 1981 Pakistan

Interests Islamic History, Camping, parasailing and desert surfing on quad bikes.

Marital status Married

Languages English, Hindi, Punjabi, Urdu and Arabic