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| **Tahir** **Tahir.379462@2freemail.com** |

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| **Profile**  |

Born and raised in an underprivileged area and come from economically humble background, imbibed with the spirit to excel in life. Studied business management from a well-reputed institute of Pakistan on partial scholarship. I have an experience working in services sector for more than last three years at different capacities i.e. procurement & sourcing, material management, manpower managing and trainings, vendor negotiations and costing & bidding. Besides that, I carry along a set of interpersonal skills with an ability to influence to deal constructively.

To sum up, I am a versatile mid-career professional, eager to learn and to take up challenges and finding solutions to complex problems with best of experience and knowledge gained from services sector.

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| **Highlights**  |



 **Sindh Engro Coal Mining Company** *Mar 2017 – Present*

Procurement Officer

* Responsible to source, negotiate and purchase materials, evaluate quotation to ensure that they are in-line with the technical and commercial specifications, monitoring of deliveries at Site and processing of invoices to finance for payments.
* Purchase of portable cabins, generators, all HSE equipment, security surveillance devices, office supplies, and all items (Capex & Opex) related to Site based facilitation.
* Close coordination with end-user to obtain detailed specifications and to resolve vendor quarries.
* Responsible for establishing contact with vendors for price negotiation and ensuring agreed timelines.
* Practicing vendor development and their periodic performance assessment.
* Working with suppliers to ensure that key processes are running efficiently and cost-effectively.
* Understanding and keeping up with new trends and regulations in the business.
* Understanding technology and managing online systems such as e-auctions and e-tendering.



 **Siemens, Pakistan** *Jan 2017 – Mar 2017*

Intern – Power Generation Services

* Over-viewed and observed routine operations of power generation services department.
* Actively participated with schedule planners for procurement of services for maintenance and overhauling of thermal power machines installed in Pakistan.

 **Pakistan Petroleum Limited** *Nov 2016 – Jan 2017*

 Intern – Material Management & Contracts

* Learnt a great deal regarding material procurement planning, managing & execution, tendering and approvals, vendor dealing, foreign procurement, long-term agreements, shipping and custom clearance, logistics support, and material receiving end.
* Acquired knowledge on PPL's main transit store facility where local and foreign material received, quality inspects and dispatch to respective locations.
* Understanding of pre-qualification of vendors for creating competitiveness in procurement process.
* Attended seminar on ‘Art of Sourcing’ – Getting goods and services for the best price and value.

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**Zamil Associates** *Aug 2014 – Oct 2016*

 Business Development Officer

* Preparing tender technical and financial proposals.
* Ensuring all details are fulfilled correctly, especially in financial biddings.
* Coordination with suppliers to receive appropriate quotation based on tender specifications and material attributes.
* Establishing database of suppliers and maintaining vendor price information record for item purchase.
* Managing contacts with local vendors for price negotiation and other relevant communication.
* Estimation of profit or loss from a project, keeping all the factors in mind.
* Organizing meetings of major suppliers with our CEO to negotiate on heavily investment proposals.
* Managing tax matters on supply and services. Like SRB & GST and return filing.
* Maintaining company profile, document record, bank accounts and petty cash.
* Efficiently supervised and managed manpower resource supply for the different projects (Bahria Town &

Jamshoro Power Company Limited, etc.), including payroll and accommodation facilities.

* Managing external relationships for the company.

** Aisha Steel Mills Limited** *May 2014 – Aug 2014*

 Purchase Officer

* Reviewing end-user requirements and preparing tender documents.
* Coordination with end-user for material requirement and handling vendor quarries.
* Generating RFQ's in SAP and floating to pre-qualified vendors.
* Compiling comparative statements and evaluation of bids for award of contract.

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| **Educational Background** |

**MBA/MPhil – Supply Chain Management & Finance** *2016*

IQRA University, Main Campus, Karachi

Thesis: *"An Empirical Analysis of Supplier Evaluation & Procurement Sustainability”* Published in ‘South Asian Journal of Management Sciences (SAJMS)’

**Bachelors in Commerce** *2013*

University of Sindh, Jamshoro

*Secured First 1st Division*

**Higher Secondary Education (Pre-Engineering)** *2010*

Army Public College, Hyderabad

*Secured 21st Position in board exams*

**Secondary School Education** *2007*

Army Public School, Petaro

*Secured 1st Position in School*

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| **Community Service & Volunteering**  |

* Volunteered with Indus Resource Centre (IRC) where took responsibility of planning and organizing of delivering more than 150 Fruit bags in government hospitals on daily basis.
* Volunteered with Thardeep Rural Development Program (TRDP) where managed fund-raising programs. Providing food, shelter, & shaping recreational activities to flood victims of rural areas of Sindh in 2010.
* Helped Pakistan Youth Council (PYC) in district Jamshoro for promoting education with better quality in public sector universities.

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| **Proficiency**  |

* Microsoft Office Suite, SPSS & Adobe P.S.
* Excellent interpersonal Skills
* Took 10 months marine training at Pakistan Marine Academy in 2012

Comprehensive understanding of PPRA Rules

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| **Certifications**  |

* CPR, AED & First Aid Safety course by OSALP, Lahore
* Defensive Driving Certificate by OSALP, Lahore
* Hazard Communication & emergency respond drill, Fire Safety, & Safe work observations reporting.

References can be provided upon request.