**AREAS OF EXPERTISE**

*Procurement Planning Supplier Management Stock Management*

*Logistics Planning*

**SKILLS**

*Decision Making*

*Passionate*

*Focused*

*Management*

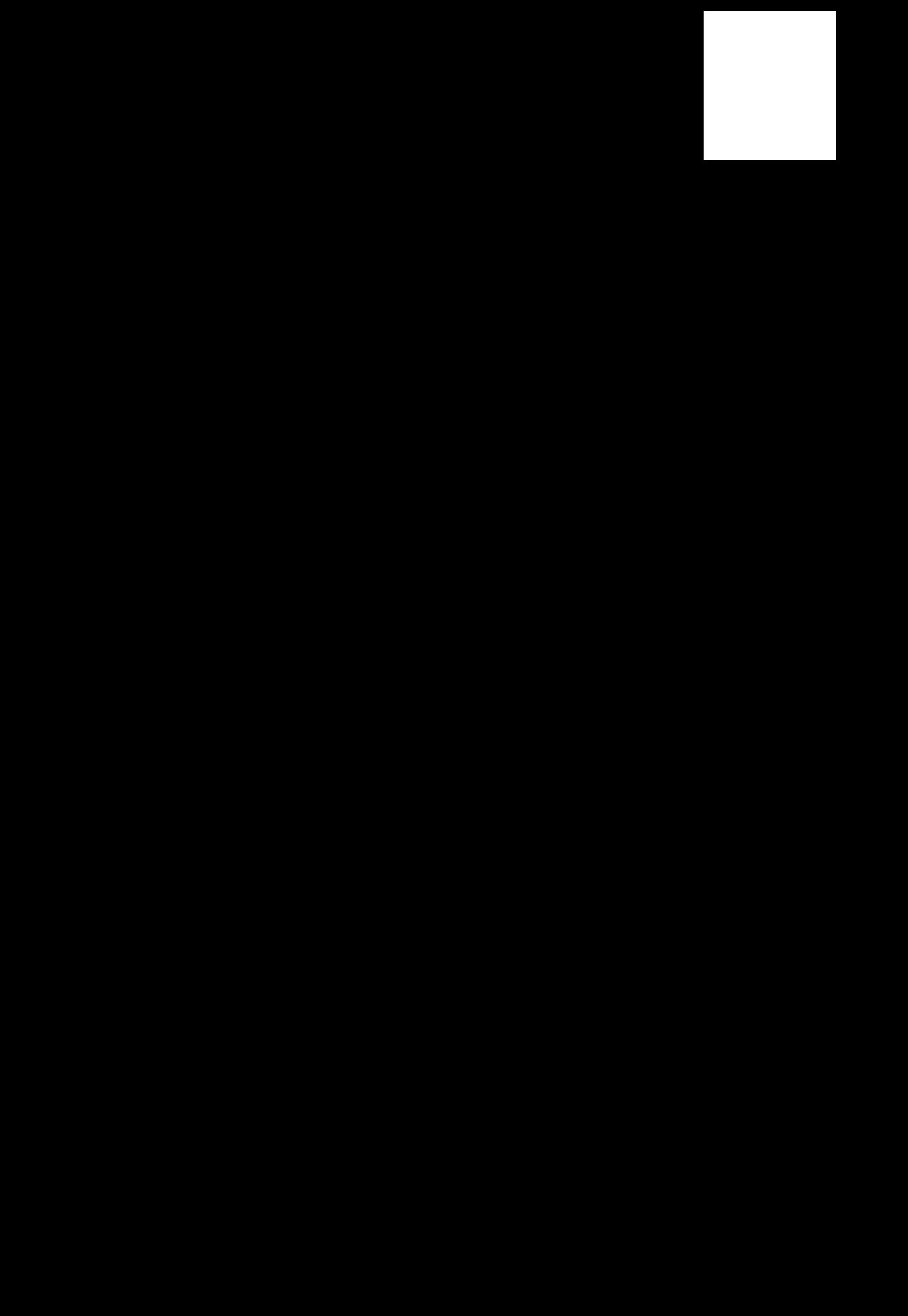
*Multitasking*

**CONTACT**

*Yasir*

*E:* [*yasir-394377@2freemail.com*](mailto:yasir-394377@2freemail.com)

Yasir



Asst.Manager Operations

**OBJECTIVE**

To achieve excellence in my area of expertise & continue to

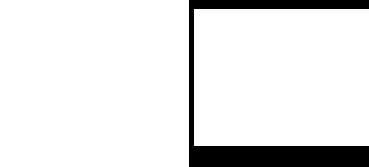
improve, gain cross industry experience & build up a versatile professional portfolio in long run which will enable me turn into a thorough supply chain professional.

**PROFILE SUMMARY**

Having 8+ years’ experience in supply chain field, I have proven track record of undertaking competitive procurement processes in accordance with procurement best practices, delivering bottom line results through discovering new sourcing opportunities, strengthening supplier relations

* management, improved contract negotiations, identifying key business & supply risks, mitigating them & capitalizing on the fresh opportunities

**WORK EXPERIENCE**



***Business Bay (Dubai)***

* FashSouq -E Commerce (Business Bay)
* Ciboney’s -Restaurant (DIFC)

**Asst. Manager Operations** **March 2018 – Present**

Responsible for restructuring the company's Purchasing and Supply Chain functions so as to make then as effective and efficient as possible.

***Duties****:*

Managing and supervising all process from Procurement Planning, Sourcing, logistics and Comparative Analysis to Storage and Execution of FashSouq and Ciboney’s Restaurant.



Managing the invoicing process of all brands and suppliers commencing from the receipts conciliation to maintain a monthly log for order specific expenses.



Maintain Order Tracker of all customers for FashSouq and supplier’s data base for Ciboney’s on regular basis and share the same with management.



Liaison with other departments, particularly Finance, Kitchen & Bar for timely delivery of all items and budgeting for restaurant.



Managing all reporting and data maintenance for fashsouq.com i.e., Stock Report, Order Tracker, Import and Local Buying Tracker (Procurement Tracker), Courier Companies Reconciliation.



Liaison with Aramex, DHL, Blue-Ex and Skycom and other courier partners to maintain order status reports for customers.



Assisting the marketing team with the pricing for the new stock on the website and regular reviewing currency exchange rates to update on FashSouq website.

Managing and supervising more than 100 shipments per month of all the customer orders, including CN processing, customer invoicing and Aramex deliveries.



Managing stock room with all the physical stock and updating stock releases in stock reports.



Successfully arranged all the credit suppliers within one month of restaurant launching and managing the same properly.



***Bur Dubai (Dubai)***



**Asst. Manager Operations** **March 2017 – March 2018**

***Duties****:*



Ensuring that all workings are manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements.



Improving operational management systems, processes and best practices that guarantee organizational well-being, purchase materials, plan inventory and ensure warehouse efficiency.



Examine financial data/statements and use them to improve profitability.



Monitor, manage and improve the efficiency of support services such as IT, HR, Accounts and Finance.



Manage customer support, Plan and support sales and marketing activities.

**TECHNICAL SKILLS**

*Windows Operating System*

*Oracle*

*Sage*

**PERSONAL INFO**

*Nationality: Pakistan*

*DOB: 24th April1987*

**ACADEMIC INFO**

*MBA, General*

*2008-2010*

*Quaid e Azam Uni*

*Islamabad, Pakistan*

**WORK EXPERIENCE**

***(Pakistan)***

**Asst. Manager Procurement** **June 2015 – January 2017**

***Duties****:*

Ensured that the services provide are in accordance with GRC policies and procedures Influences decisions regarding procurement of construction material (i.e. Cement, Sand,

Crush, Steel, Chemical etc.) and related logistics, which impacts budgets, work schedules, and the effectiveness of GRC projects and operations.

Procured direct material i.e.; Cement (Average 1800-2000 Ton/Site), Sand (Average 60,000-85,000 CFT/Site), Crush (Average 80,000-95,000 CFT/Site), Steel-Different Sizes (Average (50,000-60,000 Ton/Site), Diesel (Average 150,000-200,000 Liter/Site for our 04 Hydropower Projects, 04 Canal Projects and 02 Motor Way Projects.

Maintained the procurement planner and ensuring that all procurement adhere to it. Prepared Service Agreements and contracts between the suppliers and service providers. Liaison with other departments, particularly Finance, Planning and M&E department in

budgeting.

RFQ/RFP Management & PO preparation.

Supervised bid evaluation committees, ensures the integrity of the competitive process, facilitates bidder debriefings, and exercises appropriate judgment and tact while ensuring to protect confidential information.

***(Pakistan)***

**Sr. Procurement Executive** **January 2013 – March 2015**

***Duties****:*

Responsible for product sourcing, supplier selection, price negotiation and resolution of supplier performance issues for Commodities and Materials covering Plastics, Polythene, Steel and Sheet Metals, Solar energy industries, Injection & Die Molding.

Worked with production teams to effectively identify and source from innovative suppliers both services and products to assist in the successful delivery of projects.

Execution of agreements & contracts and negotiations with vendors to ensure efficient service to the business at minimum cost.

Developed and implemented a cost-effective transportation plan reducing cost by 25% Import growth increased above 20% for each of past two years.

***(Pakistan)***

|  |  |  |
| --- | --- | --- |
| **Supply Chain Officer** | | **September 2011 – December 2012** |
| ***Duties****:* |  |  |

Ensured procurements are made in line with the approved policy and procedures.

Completed all procurements for field offices in accordance with donor rules and compliance.

Ensured that the contracting process is efficient, focuses on service outcomes and is

underpinned by the principles of best value.

To instigate arrangements for the replacement of vehicles and draw up specifications for new vehicles.

To allocate vehicles as per daily/weekly travel plan submitted by the program.

Daily/ monthly reporting of Vehicle Tracker and Fuel Consumption Report (FCR) to Head office.

To maintain record of receipts as well as issuance of items that are going out of the warehouse so as to ensure accuracy and completeness

To be involved in reconciliation of physical stock with the stock in the system

***(Pakistan)***

**Merchandiser** **September 2010 – September 2011**

***Duties****:*

Acted as an Assistant Buyer and supports manager with selection and quantity of merchandise.

Received incoming shipments and returns merchandise to vendors; verifies accuracy and condition of orders; prepares necessary paperwork; performs data entry duties.

Assisted customers with special orders and catalog orders; responds to inquiries and complaints; directs customers to merchandise and provides assistance in sampling and pricing.

Conducted physical inventory of merchandise and informs manager of inventory status.

REFERENCES – Available on request