

Khawaja Muhammad Adnan Rafi

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Summary

Dynamic Supply Chain professional with over 15 years of progressive experience and demonstrated skills in establishing successful new Business, Operations Management, leading Procurement and Strategic Sourcing, Team Leadership and supporting the Organizational and Business Strategy. Proven track record of revenue growth by efficient operations with a focus towards customers' needs and assurance of profit maximization. Energetic, challenge-oriented and focused towards building supplier relationship that supports the cost saving strategies and improved products and services. A team player that promotes management objectives and best practices for sustainable growth.

Professional Summary

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| • SAS Systems Engineering, Jeddah KSA | Commercial Controller | May' 14 – to date |
| • fidem Education Network, Karachi Pakistan | Head of Operations | Apr' 11 – May' 14 |
| • Algihaz Holding, Riyadh KSA | Deputy Manager Procurement | Dec' 09 – Jan' 11 |
| • Parazelsus Pakistan | Operations Manager | Aug' 09 – Dec' 09 |
| • Oxford University Press, Pakistan | Operations & Supply Chain Manager | Feb'05 – Jul' 09 |
| • Oxford University Press, Pakistan | Assistant Manager Accounts | Jul'01 – Jan' 05 |

Core Knowledge & Skills

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|--------------------------|------------------------------------|--------------------------------|---|
| • Operations Management | • Sales forecasting & Planning | • Logistics Management | • MS Word, Excel, PowerPoint |
| • Procurement & Sourcing | • Supplier Relationship Management | • Team Building | • SAP (FI, CO, SD & MM modules) |
| • Contract Management | • Inventory Management | • Business Process Improvement | • Oracle EBS (Procurement and Inventory Module) |

Academic and Vocational Education

Masters of business Administration, 2011
(Majors in Finance and Supply Chain)
Mohammed Ali Jinnah University

Bachelors of Commerce, 1998
Karachi University

Diploma in Supply Chain Management, 2011
Pakistan Institute of Management

Strategic Procurement & Supply Chain Management
GS1 Saudi Arabia

Basic Arabic language course, 2000
Society for promotion of Arabic Language

Professional details

**SAS Systems Engineering
Commercial Controller**

Jeddah, Saudi Arabia

May' 14 – to date

Key responsibilities:

- Responsible for Commercial aspects of all the incoming projects worth USD 50.0m approx. per annum.
- Attend and Lead contract review meetings with the clients, customers and subcontractors.
- Taking appropriate measures to improve Project profitability by minimizing the costs and putting sufficient controls.
- Monitoring, reporting and controlling Projects Budgets, Actual Costs and Revenues.
- Closely monitoring timely delivery of all project deliverables.
- Overseeing and authorizing service request and material request forms for simple to complex engineered goods and subcontracts.

Core Achievements:

- Significantly improved the cash flows of the projects and business itself by negotiating the payment terms with Suppliers and Customers.
 - Improved business processes for logistics, projects mobilization and demobilization which resulted in significant reduction in time and savings.
 - Achieved the savings of more than USD 3.0m in 3 years in subcontracts and sourcing of equipment and materials.
 - Driving the projects execution team to improve the percentage of completion (POC). It helped the company to improve the revenue by USD 8.0m in 2017.
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**fidem education network
Head of Operations**

Karachi, Pakistan

April' 11– May' 14

fidem education network is an emerging publishing house focused towards school books publishing. I headed the entire operations of the publishing house from initiation stage till it started its commercial operations in 2013.

Key Responsibilities:

- Hired the entire team to run the operations of the publishing house including consultants, subject specialists, editors and Sales & Marketing team.
- Hired authors from South-Asian region for execution of publishing plan and development of school books.
- Setup Business strategies comprising S&OP, Inventory Management, Distribution and Warehouse Management.
- Oversee the entire operations and functions of the SBU including the setting of business targets.

Core Achievements:

- Introduced state-of-the-art Primary School grades books for A & B market in a period of 2 years.
 - Collaborated with Cambridge University Press for promotion of selected CUP dictionaries in Pakistan.
 - Established offices in Karachi, Lahore & Islamabad in a period of 3 years.
 - fidem reached to 5000 schools in two and half years of operations. Successfully got the adoption of books in more than 250 A and B category Schools in the first year which reached to 2000 schools in 2014.
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Algihaz Holding

Riyadh, Saudi Arabia

Dec' 09– Jan' 11

Deputy Procurement Manager

Core Achievements:

- Developed and implemented Standard Operating Procedure for Procurement and Logistics.
- Coordinated and took appropriate measures for the reduction of inventory which improved the cash flow of the company and reduced the withholding cost.
- Achieved net savings of SR 5.0m in contracts signed off with various suppliers within the Kingdom and outside.

Core Achievements:

- Introduced the cycle count technique which brought significant improvement in the physical inventory.
- Reduced the cash collection time from traders and retailers which improved the cash flow of the company.
- Reduced the transportation and logistics cost by redesigning the transportation and delivery network.

Manager Operations & Supply Chain

Key Responsibilities:

- Complete responsibility of Production Planning, Execution and the core supply chain function which includes sourcing of raw material, print production and delivery of finished books to distribution centers and end customer.
- Ensuring that the Print Production schedule is in line with the S&OP.
- Managed the sourcing of Raw Materials and authorizing print production orders worth multi-million rupees.
- Monitor and assure Suppliers performance.
- Overseeing the work of Warehouse and Distribution Manager and entire team, providing leadership and all necessary required support.
- Established SLAs for optimized operations between Planning, Production & Warehouse.

Core Achievements:

- Identified alternate sourcing options which resulted in significant savings worth millions of rupees.
- Reduced Inventory holding cost by 15% by closely working with Sales and Marketing team for improved sales forecast.
- Negotiated the prices with the suppliers by awarding big print volumes which resulted in significant perpetual savings.
- Critically analyzed the lead-time of finished stocks deliveries and reduced it by 20% which helped in reduction in inventory.
- Outsourced Production to overseas vendors under turnkey basis which resulted in minimizing the raw material stocks, freeing storage location and unfreeze cash for other investments.
- Took initiatives for warehouse renovation which increased the warehousing capacity by 40%.
- Introduced the brand security labels which reduced the piracy of books significantly and increased sales.
- Attended various Senior Management Team meetings with heads of the Oxford University Press Group-UK internationally, made presentations to them, and have travelled widely in subcontinent, East Asia, Middle East and Europe.

Assistant Manager Accounts

I started my professional career with Oxford University Press in July 2001 as Assistant Manager Accounts and after 2 years in 2003, I was transferred in the SAP implementation team.

Core Achievements:

- SAP training attended at Oxford, United Kingdom covering Financial Accounting / Controlling (FI/CO) and, Sales and Distribution (SD) and Materials Management (MM) modules.
- High level of expertise in FI: General Ledger, Accounts Payable, Accounts Receivable, Asset Accounting. CO: Cost Centre Accounting, Profit Centre Accounting, Internal Orders. MM/SD: Understanding of all basic Processes.
- Conducted the knowledge transfer sessions to the OUP Pakistan Finance department team
- Ensured the smooth functioning of the FI / CO modules.
- Best employee of the year 2004 and appreciation received by the International management for successful implementation of SAP System in the Pakistan Branch.

References

- References can be submitted upon request.