

AFKAR SHAH

Abu Dhabi UAE,
DOB: 03rd December 1988 (Age: 30)
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afkarshah2011@yahoo.com

ADDITIONAL INFO:

Passport No. FZ5140603
Nationality. Pakistani
Gender. Male
Marital Status. Married
Visa Status. Employment Visa
Gulf Experience. 8 Years (Continue)
Pakistan Experience. 3 Years

SUMMARY

I am a result driven, hard worker and capable Procurement Officer with a track record of significantly reducing costs and also improving a company's processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organization score values and beliefs. Now looking for a new and challenging Sr. Procurement Officer position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

KEY COMPETENCIES AND SKILLS

- Supply chain management
- Budget management
- Strong negotiating skills
- Process management
- Business acumen

CAREER HISTORY

June 2010 to Present

Professional Experience in UAE:

From December 2015 to Present working at Bin Ham Electro Mechanical Ent. Co L.L.C as a Procurement Officer in Head Office Procurement Dept:

Job Responsibilities/ Duties:

- Analyzing the procurement requirements and selecting the most appropriate sourcing methods for order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier evaluation.
- Analyzing, negotiating, drafting and issuing all type of RFQs, PO's (Purchase order), MR(Material Requisition), RSA(Rental Service Agreements), SCA(Subcontractor Agreement). For consumables, building materials, infrastructure materials, grouting/water proofing materials, assets, hiring of construction equipment's/machinery, Or new purchasing for the same in the system called Hisys (Oracle).
- Conducting the market research to identify sources of goods and services for requisitions.
- Analyzing, negotiating prices & convincing the suppliers on maximum open credit facility without compromising on quality.
- Following up and interacting with suppliers to ensure timely delivery.
- Resolving disputes and claims with vendors and suppliers.
- Conducting meetings with internal stakeholders and constantly updating them on the status of their purchase requisitions, and working towards enhancing customer service.
- Developing relationships with distributors, dealer, manufacturer, traders.
- Working to create and promote a safe working environment.

From June 2010 to November 2015 working at Al Jaber as a Procurement Officer.

Projects:-

- Internal Roads and Services in Mohamed Bin Zayed City (Various Sectors) (Phase 2) Contract 2) Sectors Z36/1 (April 2015 to Present).
- ETIHAD RAILWAY PROJECT C301 -Earthwork Package Nos. 3, 4 & 5 and Major Structures Package Nos. 1 & 2 (May 2014 to March 2015)
- Construction of Runway, Aircraft Apron, Road Works, Light Works & Navigation Aids at Qusaiwera Air Base UAE (Jan 2013 to April 2014)
- Roads Infrastructure For Baniyas Sports Club at Abu Dhabi (June 2011 to October 2012)
- Shah Gas Development Program EPC-09 Abu Dhabi (June 2010 to May 2011)

Job Responsibilities/ Duties:

- Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
- Purchasing Request Preparing in the system called JD Edward.
- Continuously monitoring, evaluating and improving supplier performance.
- Sourcing the most affordable materials for the company's manufacturing process.
- Reviewing PR(Purchasing Requisition),PO(Purchasing Orders),STL(Submittals Letters), QTL(Quotation Transmittal letters),SA(Service Agreements),LOI(Letter of Intent),WSO(Work Service Orders).

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- Controlling the purchasing budget.
- Monitoring delivery times to ensure they are on time.
- Ensuring the adequate supply of all required materials, components and equipment.
- Delivering cost savings for the company.
- Managing the procurement supplier relationships for the company.
- Helping to source alternative items for buyers and customers.
- Developing sourcing strategies.
- Managing commodity cost initiatives.
- Regularly contacting suppliers to renegotiate prices.
- Resolving disputes and claims with vendors and suppliers.
- Keeping all supplier programs current and accurate.
- Involved in writing up contracts and the terms of sales.
- Developing relationships with distributors.

Professional Experience in Pakistan:

- June 03 to May 06 M/s. Computer Business: Communications & Networking in KPK (Peshawar) Pakistan.(Procurement Works)
- And also Three years of experience part time in Marketing at KPK Peshawar (PAKISTAN) as a Purchasing Administrator.

Competencies:

- Establishing effective operating policies, lean initiatives and processes.
- Comprehensive understanding & experience of purchasing strategies and also inventory management.
- Regularly achieving cost saving targets.
- Resourceful and well organized.
- Extensive knowledge of purchase order systems and related software.
- Deep understanding of the principles of vendor management.
- Ability to manage multiple priorities.
- Excellent analytical, critical thinking, and strategic skills.
- Personal:
 - Results orientated.
 - Leadership and influencing skills.
 - Handling critical issues.
 - Capable of making important and strategic decisions.
 - Problem solving.
 - Communication and interpersonal relations.

ACADEMIC QUALIFICATIONS

B.A (Bachelor of Arts) - 2010

- The University of Peshawar, K.P.K, Pakistan.
- Major Subjects:
 - English , Law , Political Science

F.A (Faculties of Arts) - 2008

- Board of Intermediate & Secondary Education Peshawar, K.P.K, Pakistan.
 - Major Subjects:
 - Economics, Mathematics & Civics.
- #

SSC (Secondary School Certificate) - 2006

- Board of Intermediate & Secondary Education Peshawar, K.P.K, Pakistan.
- Major Subjects: Mathematics, Physics, Chemistry & Biology.

COMPUTER SKILLS

- Microsoft Windows XP, Windows Vista, 7 & Windows 8
- MS Office 2010 Packages (Microsoft Word, Excel, PowerPoint)
- JD Edwards online Purchasing System, Hisys Online Purchasing System, Data Base(Central Procurement Portal),Project Inventory.