

M. Irfan Khan

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UAE Driving Licence



PROFILE:

I am talented, Self-Motivated, hard-working person with excellent Negotiate contracts with suppliers to obtain best price and service. Identify cost reduction opportunities to achieve financial goals. Analyze market and delivery trends so as to develop procurement technologies and processes that support those trends. Identify areas for improvement to continually drive performance and business results. Conduct business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost down and improvement opportunities With strong inter-personal communication skills, Acquired abilities to deal with people at all levels and take independent decisions in high-pressure environment. Ability to plan new procedures, Ready for long term association, where acquires skills and knowledge can make.

PROFESSIONAL JOB EXPERIENCES:

1. Al Amal Printing Press

Affiliated with Ministry of Interior Abu Dhabi, UAE

Procurement Controller

Aug, 2014 to April 30 2019

Responsibilities

- Organization and prioritization of the organization's purchasing activities
- Comparison of different offers regarding price and value
- Contacting suppliers for negotiations and contract managements
- Determination of quantity and timing of the deliveries
- Monitoring and updating purchase orders as well as tracking of the costs and delivery dates to compare them with the agreements
- Preparation of forecasts on changes in the market or price as well as on the own demands
- Negotiate contracts with suppliers to obtain best price and service
- Identify cost reduction opportunities to achieve financial goals
- Analyze market and delivery trends so as to develop procurement technologies and processes that support those trends
- Identify areas for improvement to continually drive performance and business results
- Conduct business review meetings with key stakeholders to assess risk, review future Strategies, and identify potential cost down and improvement opportunities

2. Pepsi Cola Bottling Multan, Pakistan

Procurement Officer

Nov, 2009 to April 7, 2014

Responsibilities

- Purchase supply of products/materials
- Determine the lowest cost for products/materials
- Track and record orders
- Receive orders and document arrivals
- Manage supply base
- Analyze market and delivery systems
- Source and interview vendors; negotiate contracts and costs
- Analyze supply base
- Prepare requisitions and purchase orders
- Monitor order expenses
- Communicate performances and costs to management
- Recommend new processes or systems for improvement; implement new ideas and strategies
- Organize and schedule procurements in a timely manner
- Operate equipment and follow all safety procedures
- Comply to scorecard measurement system to track values
- Communicate with vendors, clients, customers, team members, and managers to align goals

3. Wood Master Industries Faisalabad Pakistan

Procurement Assistant

2005 To 2009

Responsibilities

- Getting goods and services for the best price and value
 - Cutting any waste and unnecessary costs to create a streamlined process and fast production times
 - Working with suppliers to ensure that key processes are running efficiently and cost-effectively
 - Building strong working relationships both internally and with key suppliers
Contract management and negotiation
 - Understanding and keeping up with new trends and regulations in the business
Dealing with international suppliers
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Dealing with international suppliers
 - Understanding technology and managing online systems such as e-auctions and e-tendering
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EDUCATION:

- LL.B (Lawyer) (2014)
Bahauddin Zakariya University Multan Pakistan
- MSc. Social Science (2009)
GC University, Faisalabad Pakistan
- B.Com (2006)
Punjab University, Lahore

TRAININGS:

- Leadership “Team Management”
- Typing Tutor (speed 40 word per mint)
- Administration & supervision of system
- HR ,Salary Module
- Computer Operator & Data Entry Operator
- MCB Bank Internship

COMPUTER SKILLS:

- Environments: Windows9x/2000/XP
- Installation & Troubleshooting of computer Hardware, Software
- MS Office, Internet, ERP 9 Oracle & Tally

PERSONAL BIOGRAPHY

- Father Name Muhammad Aslam
- Date of Birth Nov 20, 1985
- Nationality Pakistan
- Marital Status Married
- Visa Status Employment Visa (28-08-2020)
- Passport No LK4121693