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 **Procurement Head**

*Award-wining executive with extensive experience in leading procurement and contract management*

Track record of accomplishment in designing and implementing processes, policies, systems, and resources to enhance employee engagement and performance, and decrease expenses to maximise profits. Broad-based background in sourcing and contract management, vendor management, and operational procure-to-pay processes. Proved instrumental in maintaining planned inventory levels, sourcing suppliers, evaluating vendor reliability, negotiating cost savings, expediting deliveries, and resolving quality issues. Focused leader, executing organisational marketing initiatives to produce high performing operations and teams.

**Highlights of Expertise**

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| * Procurement & Supplier Management
* Strategy Planning & Implementation
* Strategic Sourcing
* Vendor Management(PQ & PE)
* Contract Management
* Budgeting & Cost Reduction
* Project Administration
 | * Performance & Quality Control
* Enterprise Resource Planning
* Inventory Management
* Category Management & Cataloguing
* Process Re-engineering
* Staff Leadership & Team Building
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**Career Experience**

**Dragon Oil Holdings, Dubai, UAE**

**HEAD OF PROCUREMENT** (Oct 2008 to Present)

Achieve organisation’s targets and ensure seamless operations by designing and implementing best practices and procurement strategies. Render active functional support in the formulation and delivery of strategic and operational plans by streamlining business processes and procurement processes. Spearhead all departmental procedures with in the budget of $600M. Assure quality and procurement of projects by leading cross-functional procurement and quality teams.

* Applied new system solutions and business practices to administer end-to-end finance related business processes as well as improved productivity through process re-engineering.
* Lead and implement Strategic Sourcing approaches by identifying categories of supply. Long term Frame Work Agreements and VMI concepts were implemented.
* Negotiate with the suppliers to obtain the best competitive deals resulted into a saving of $ 60 Million
* Enhanced business processes and procurement practices by identifying areas of improvement and accordingly delivered training to procurement staff.
* Minimised P2P processing time, which resulted in the achievement of company’s objectives.
* Transferred goods and material globally by implementing logistics strategy.
* Appraised by the management and delivered optimal services within the department, resulting in the achievement of CIPS Middle East award of “best supplier development initiative.
* Inventory management at site warehouse. Total items in stock 24500 with the value of $134Million

**Key Projects**

* Procurement and warehouse business focal point for formulation and implementation of ERP system (Oracle Business Suite).
* Currently a business focal point for SAP implementation
* Project manager for “operational excellence in supply chain” study in the following categories with price water house cooper (PwC).
	+ Conducted study on Improvement on Warehousing & Logistics Strategy and Controls
	+ Conducted Study on Strategic Sourcing & Category Management
	+ Conducted Study of formulation and implementation of Contracts business flow in Oracle ERP System.

**Mideast Ship Management, Dubai, UAE**

**PURCHASING SUPERVISOR** (May 1998 to Oct 2008)

Oversaw all company’s operations, including vendor development, procurement general items, cost reduction, indigenisation, supplier management, and complete budgeting activities. Monitored progress of six purchase officers, an inventory clerk, an invoice coordinator and two purchase assistants in line with organisational policies and procedures. Co-ordinated with worldwide leading suppliers to sign agreements for the procurement of supply such as initial spare parts, safety equipment, computer and navigational equipment lubricant, chemicals, paints, and main engine and auxiliary engine parts.

* Sourced and negotiated with potential suppliers and manufacturers, which resulted in significantly reducing ship running expenses up to 20%.
* Implement Strategic Sourcing approaches globally for all the major ports where the Vessels are Loading or Discharging
* Secured $9.5M from existing customer by delivering optimal service after signing a contract valued at $75M. Supplied bunkers to organised vessels worth of $200M by surveying bunker market and sourcing potential supplier.
* Decreased expense costs to 10% and volume of emergency air freights by consolidating air freights as well as sea and road transports.
* Conducted product and supplier analysis and delivered report to the board directors and vessel owners to analyse purchase and profitability performance.
* Evaluated effectiveness of organisation's internal control system and quality of performance by introducing internal auditing and independent appraisal function across organisation.

Additional Experience

**Assistant Manager Commercials -** ▪ Indus Motor Company (Manufacturers of Toyota Vehicles), Karachi, Pakistan

**Education & Credentials**

MBA in Management Sciences

*Shaheed Zulfikar Ali Bhuto Institute of Science and Technology, Dubai*

Bachelors in Business and Commerce

*University of Karachi, Sindh, Pakistan*

Professional Development

* + - Certified Purchasing Professional Manager ISM, UAE
* Certified Purchasing Professional ISM, UAE
* Oracle Business Suite
* Attended 180 hours of CIPS studies at University of Dubai & clear the following subjects
* Pursuing MCIPS