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## PERSONAL DETAILS

<i>Profile:</i>	<i>Male, Married</i>
<i>Nationality:</i>	<i>Pakistani</i>
<i>Current Position:</i>	<i>Procurement Manager</i>
<i>Total Experience:</i>	<i>2006 Onwards</i>

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## PROFESSIONAL PROFILE

A hard working, results-driven and highly motivated **Procurement Manager** with extensive experience gained within various industries. Has a proven track record in meeting and exceeding targets, cost-reduction and the improvement of a company's procurement and contract processes. Forges successful and profitable working relationships with suppliers and subcontractors and utilises analytical and negotiation skills to secure the best quality, price and terms from suppliers, benefitting the company bottom line. Possesses exceptional organisational, time management and interpersonal skills and employs strong communicative abilities in building, developing and maintaining key collaborations at all levels. Works well autonomously with a high level of self-responsibility, plays an instrumental role within a successful and productive team and makes an inspirational and motivational leader, capable of coaching, training and empowering individuals into achieving their own potential and in making a significant contribution to the full cohesion of common goals. Remains calm and effective when under pressure and thrives in a challenging, fast-paced working environment.

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## OBJECTIVE

Currently looking to secure a challenging and rewarding Procurement Management role, where skills, knowledge and expertise gained throughout successful career to date can be applied and further development achieved on a professional platform.

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## KEY AREAS OF EXPERTISE

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| ➤ Purchase Order Systems               | ➤ Vendor Management                                  |
| ➤ Meeting Cost-Saving Targets          | ➤ Purchasing and Contract Strategy                   |
| ➤ Managing Multiple Priorities         | ➤ Operating Policies, Lean Initiatives and Processes |
| ➤ Team Leadership and Management       | ➤ Implementing New Procedures and Processes          |
| ➤ Working with Wide Range Of Suppliers | ➤ Analysis and Critical Thinking                     |

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## CAREER SUMMARY

**Jul 2014 – To Date**      **PROCUREMENT MANAGER,**  
**Beijing Construction Engineering Group Co., Al Khobar Kingdom of Saudi Arabia**

Responsibilities:

- Ensuring project managers are selecting correct vendors and subcontractors for requested materials and services.
- Making recommendations for the award and creation of purchase orders and subcontract agreements for both local and international suppliers.
- Providing valuable assistance during proposal and bidding process, facilitating a complete understanding of bid requirements, scope of work, and necessity of following-up pre-bid to clarify and make additions/subtractions to the quotation/proposal.
- Regularly liaising with senior management to ensure appropriate internal and external project procurement and contract management service level is met and maintained.
- Resolving delivery issues and disputes with suppliers and subcontractors.
- Working closely with the Risk Management and Finance departments on contractual insurance requirements.
- Maintaining purchase price information records on open market and contract purchases.
- Maintained supplier's database and evaluated supplier performance in order to identify the best suppliers in terms of delivery, pricing and quality of materials.
- Provided management with regular status reports on the overall purchase of material and services.
- Fostered and maintained successful working relationships with suppliers and subcontractors.

**Aug 2013 – Jul 2014    PROCUREMENT MANAGER,**  
**Technical Associates General Contracting, Al Khobar Kingdom of Saudi Arabia**

Responsibilities:

- Managed and supervised the purchasing team as well as taking on their responsibilities when required.
- Liaised and negotiated with vendors to ensure advantageous pricing, availability and delivery scheduling.
- Developed and implemented purchasing strategies and systems including ordering policies and procedures, internal controls, record keeping, standard operating procedures and backup systems.
- Approved requisitions for the purchase of new materials, supplies and MRO items, arranged import of shipments and processed customs documents where necessary, and provided management with status reports regarding the purchases.
- Ensured effective inventory management and an uninterrupted supply through close collaboration with the Research and Development and Operations departments.
- Dealt with escalated customer enquiries and complaints, as well as resolving delivery issues and disputes with suppliers and subcontractors.
- Responsible for maintaining the department budget and ensuring expenses didn't exceed it through working closely with Cost Accounting to determine product pricing actions to cover any raw material increases.
- Additionally, ensured economic procurement of materials through participation in project teams.
- Tracked, analysed and produced reports on purchasing activities and data, using the information to inform future purchasing decisions.
- Regularly liaised with senior management to ensure appropriate internal and external project procurement and contract management service level was met and maintained.
- Provided valuable assistance during proposal and bidding process, facilitating a complete understanding of bid requirements, scope of work, and necessity of following-up pre-bid to clarify and make additions/subtractions to the quotation/proposal.
- Maintained supplier's database and evaluated supplier performance in order to identify the best suppliers in terms of delivery, pricing and quality of materials.
- Fostered and maintained successful working relationships with suppliers and subcontractors.

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**Jan 2009 – Aug 2013    PROCUREMENT MANAGER,**  
**Al Hadi Global Contracting Co., Al Khobar Kingdom of Saudi Arabia**

Responsibilities:

- Worked closely with selected suppliers and sub-contractors, negotiating prices, resolving claims and disputes and monitoring performance in order to ensure continued and optimum supply of required materials, components and equipment.
- Managed and led a team of 6 professional buyers, providing a strategic direction for procurement and contract management on projects.
- Responsible for controlling the purchasing budget, order placement timing, material delivery and ensuring that all supplier programs were current and accurate.
- Wrote contracts for subcontractors, ensuring that prime contract terms were incorporated.
- Strategic direction on procurement and contract management for projects.
- Responsible for Order Placement Timing and material delivery, continuously monitored, evaluated and improved supplier & sub-contractors performance.
- Ensured Prime Contract terms are incorporated into all subcontracts
- Reviewed tenders and bids, controlled the purchasing budget.
- Monitored delivery times to ensure they are on time, ensured the adequate supply of all required materials, components and equipment.
- Managed the procurement supplier relationships for the company and developed sourcing strategies.
- Prepared high quality tender documentation.
- Regularly contacted suppliers and sub-contractors to renegotiate prices, resolved disputes and claims with suppliers and sub-contractors.
- Keeping all supplier programs current and accurate, delegated projects and tasks to junior staff.
- Worked to create and promote a safe working environment.

**Mar 2006 – Nov 2008 SALES AND MARKETING MANAGER,  
Pakistan Mobile Communication Ltd. (Mobilink), Pakistan**

Responsibilities:

- Managed and led a team of Customer Service Representatives and sales staff, keeping them motivated, instructing them about new products helping them to finalise deals and meet targets.
- Liaised with top management, updating them on market progress, and communicated with Zonal Sales Managers and Regional Managers.
- Improved company efficiency through the evaluation and analysis of allocated resources.
- Consistently identified innovative ways in which to improve sales and profitability, explored new distribution channels, devised and implemented promotional activities and carried out competitor analysis in order to benefit the company bottom line.
- Undertook market visits and met with salesmen and sales officers to discuss ideas and managed customer Service Representatives and Sales Staff.
- Provided them latest information about new products managed the sales of Territory, helped staff to finalize deals / available the Product.
- Under take targets set by top management, create means to achieve the targets. Kept the sales team motivated enough throughout.
- Regularly updated top management with the progress of the market, provided inputs about ways to improve the sales and profitability of the company.
- To improve professional proficiency, I ensure highest level of attendance and punctuality at office.
- Provided best services and prompt attention to customers, kept a check on competitor's activities and regularly carry out competitor analysis.
- Planed and organized feasible promotional activities, Identified distribution channels that can help company sell more.
- Undertook market visits and hold general and regular meeting with salesmen and sales officers to discuss ideas.

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**EDUCATION AND QUALIFICATIONS**

- 2006 Master of Business Administration in Marketing, Al-Khair University, Pakistan
- 2003 BA in Arts University of Peshawar, Pakistan

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**CERTIFICATIONS**

- 2015 CPPM (Certified Professional Purchasing Manager), American Purchasing Society
- 2015 CPP (Certified Purchasing Professional), American Purchasing Society

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**KEY IT SKILLS**

- Ms Office 2013 - Advanced
- Outlook 2016 - Advanced
- Primavera - Basic
- AutoCAD 2014 - Basic
- System Troubleshooting - Advanced
- Adobe Photoshop - Moderate

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**INTERESTS INCLUDE:**

- Gardening, travelling and keeping up with current affairs