

CV 40000246

ADDRESS: MANAMA, BAHRAIN -
RESIDENT = KINGDOM OF BAHRAIN. NATIONALITY = PAKISTANI

PERSONNEL SKILLS:

Experienced senior Purchasing professional with a track record of defining and managing the implementation of purchasing strategies which have realized significant process and cost reduction benefits. Well-experienced in Supply Chain Management, especially skilled in Imports, Export & Local Purchase. Familiar with customs Rules & Regulations mentioned in International Custom Tariffs. Well in touch with Import Policies and SROs issued by Central Board of Revenue, Engineering Development Board and Board of Investment.

Experienced in sourcing alternate suppliers, negotiating contracts including blanket agreements and bulk commodity pricing agreements. Adequate knowledge in the filed of Supply Chain, Sourcing, negotiating, inventory controlling, billing procedures and budgeting of procurements along with warehousing and distributions.

Experience in resolving contractual obligations, effective negotiation with suppliers to procure sufficient quantity of quality products economically. Take pride in maintaining sustainable business relations with suppliers to ensure timely delivery of products. I am able to handle multiple projects by prioritizing the use of limited resources.

EDUCATION:

2002-03 Preston Institute of Management Sciences and Technology Karachi, (PIMSAT) PAKISTAN

- Masters in Business Administration, Major: Finance

2002 Pakistan Institute of Management Sciences, (PIMS) Karachi, PAKISTAN

- Certificate in Materials Management

2002

Institute of Professional Advancement, (IPA) Karachi, PAKISTAN

- Certificate in Import & Export Management.

1998 Institute of Cost & Management Accountants of Pakistan, (ICMA) Lahore, PAKISTAN

- Foundation Course of ICMAP.

1995 University of the Punjab, Lahore, PAKISTAN.

- B.Sc. with Mathematics, Statistics & Economics.

MEMBERSHIP & CONFERENCES:

- Member of "National Association of Purchasing Management USA" which is affiliated with ISM- Institute of Supply Management USA (Formerly NAPM-SFV USA).
- Completed online classes on Supply Chain Management, Strategic Planning & Execution, TQM System & ISO 9001, and Performance Management & Lean Manufacturing from Basic Business L.L.C. USA.
- Visited "United Arab Emirates" (Dubai, Sharjah, Ajman & Abu Dhabi) to attend "Yum SCM (Supply Chain Management) and R&D (Research & Development) Conference 2003-Dubai", as sole representative of KFC-Pakistan.
- Attended CABSAT 2006 exhibition held in Dubai. Developed suppliers for The Film Factory – Al Bayan Group.

Having more than ten years experience in the following areas;

- MATERIAL PLANNING LOCAL PURCHASE IMPORTS & EXPORT WAREHOUSING LOGISTICS
1. AVAILABLE STOCK RECONCILIATION 1. PURCHASE REQUISITION 1. IMPORT REQUISITION 1. STOCK RECONCILIATION 1. MATERIAL HANDLING
2. PER PAY CONSUMPTION 2. QUOTATIONS 2. INQUIRIES 2. STOCK STATUS 2. DISTRIBUTION CHANNELS
3. NO. OF DAYS STOCK 3. COMPARISON STATEMENTS 3. PROFORMA INVOICE 3. STOCK HANDLING
3. WAREHOUSING SUPPORT
3. BUFFER STOCK 4. PRODUCTION/DELIVERY SCHEDULE-IF REQUIRED 4. ANALYSIS OF L.C.& SHIPMENT TERMS (A). FIFO METHOD 4. TRANSPORTER HANDLING
4. RE-ORDER LEVEL 5. PURCHASE ORDER (A). FOB, C&F, CIF OR EX-WORKS (B). LIFO METHOD 5. TRANSPORTERS CONTRACTS
5. ECONOMIC ORDER QUANTITY (A). CREDIT PURCHASE (B). IRREVOCABLE LETTER OF CREDIT ON SIGHT OR USANCE (C). WEIGHTED AVERAGE METHOD 6. AREA ALLOCATIONS
6. ORDER QUANTITY (B). CONTRACTS 5. LETTER OF CREDIT DOCUMENTATIONS 4. BUFFER STOCK 7. BILTIES (C). BLANKET ORDERS 6. OPENING OF LETTER OF CREDIT 5. NO. OF DAYS STOCK 8. RECEIVING 6. DELIVERIES FOLLOW UP 7. SHIPMENT FOLLOWUP WITH SUPPLIER IF TERM IS C&F 6. RE-ORDER LEVEL 9. BILLS VERIFICATION 7. DELIVRIES 8. SHIPMENT FOLLOWUP WITH SHIPPING COMPANY IF TERM IS FOB 7. PUCHASE REQUISTION 8. BILLS VERIFICATION 9. ETD & ETA 8. VERIFICATION OF DELIVERY CHALLAN AS PER PO 9. PAYMENTS FOLLOWUPS 10. ORIGINAL SHIPPING DOCUMENTS 9. RECONCILIATIONS WITH GOODS RECEIVING NOTES (GRN) 10. CASH PURCHASE 11. SHIPPING GUARANTEE IF ORIGINAL DOCUMENTS ARE NOT AVAILABLE 10. MATERIAL ISSUANCE REQUEST (MIN) 11. SUPPLIER ALLOCATION 12. ENDORSMENT OF BILL OF ENTRY WITH CLEARING AGENT AS PER P.C.T. 11. GOODS ISSUE NOTE (GIN) 12. SUPPLIER SELECTION 13. DELIVERY ORDER FROM SHIPPING COMPANY 12. GOODS TRANSFER NOTE (GTN) 13. NEGOTIATIONS 14. DELIVERIES 13. FINISHED GOODS RECEIVING NOTE (FGRN) 14. ABC ANALYSIS OF SUPPLIERS 15. STOCK RECONCILIATION AT WAREHOUSE. 14. DELIVERY CHALLAN (DC) 15. SUPPLIER MANAGEMENT. 16. WELL VERSED WITH IMPORT POLICY 15. FINISHED GOODS TRANFER NOTE (FGTN)

DETAIL PROFILE

(A) February 2006 – Present: ALBAYAN MEDIA GROUP - BAHRAIN – A MEDIA COMPANY (www.albayanmg.com)

AS PROCUREMENT DIVISION HEAD:

RESPONSIBILITIES:

- Managing Local Purchase, Imports & Exports of The Group.
- Supplier' Management.
- Developed new supplier's data base for company.
- Developed suppliers locally for offset and digital printing materials.
- Prepare software systems for the group procurements with help of software engineers.
- Developed the formats for Purchase Requisitions, Inquiry, Purchase Order, Goods Receiving Note, Goods Issue Note.
- Developed new terms of Letter of Credit by negotiating bank for imports.
- Managing distribution channels of company product.
- Good experience in managing Imports and export.
- Managing all the exports of group directly with communication to clients.
- Well versed with arranging the shipments with shipping companies. (Freight and other terms & conditions)
- Handling Landed Cost sheet for all imported items.
- Defined credit limits to suppliers.
- Defined payment procedures to suppliers.
- Very much familiar with banking transaction regarding the import, Export documents. (Letter of Credit, Direct Payments, Bank Contracts)
- Managing monthly finances for supplier payments by giving monthly payment budget to accounts department.
- Responsible for suppliers payment as per committed terms & conditions.
- Developed working flow & procedures for departments.
- Well Known about inventory records by Methods (Lifo, Fifo, Weighted Average or Most recent Price)
- Defined inventory in out system in the warehouse.
- Well versed with Supply Chain Management System, Material planning, purchasing, warehousing, distributions and sales accounting up to cost and benefit analysis.
- Established the Supply Chain Management department in group instead of separately working of departments.
- Managing a transport fleet of more then 25 vehicles of group.

(B) JUNE 2005 to February 2006. D' AGRO PAKISTAN (PVT) LIMITED – A PESTICIDE COMPANY

AS SUPPLY CHAIN MANAGER

RESPONSIBILITIES:

- Assisting to Finance Department in the preparation of Annual Imports, Purchase & Production Plans (Yearly & monthly basis) in view of yearly sales Forecast.
- Providing information about Actual Production vs. Production Order/Plan to Management.
- Review and follow-up of production plans and ensure smooth availability of packaging material at plant.
- Raw Material inventory and imports of all the imported items as per plans.
- Designing & Costing of different options of packaging image/specifications (for management approval) to reduce Cost & increase Quality.
- Preparation of Packaging Material's Procurement Plan in the light of carry-over stock & Sales Forecast.
- Co-ordination with Quality Control Deptt. to maintain/enhance the quality of packaging material.
- Co-ordination with Advertising Agency (Designer) for designing & development of printed items/Artworks (for packaging material and promotional items)
- Exploring new suppliers to reduce packaging cost & improve quality of the products.

- Managing all the imports of company as per the production requirements by considering the quarterly productions.
- Managing all the imports of raw material by considering the seasons of pest and availability of vessels and material with the source.
- Landed Cost sheets and comparison statements of all the items.
- Supplier Identification, Pre-qualification & Line-up, Rate Negotiation, Getting approval from the supervisor's. Issuance of Purchase Orders & to make delivery schedule for vendors in view of Production Plan. Follow-up for the delivery schedules, Invoices/Bills verification.
- Managing inventory control in order to reduce carry-over stock.
- Issuance of current Production Plans with Packaging Image (approved by the supervisor) to management for further approval and implementation.
- Developing new sources for the new packaging materials.
- Review & coordination with re-filling/formulation plants regarding production, dispatches, packaging & raw material status.
- Updating purchases & consumption of packaging material status at re-fillers end, Update finished goods dispatches from Re-fillers.
- Maintaining record (daily) of packaging material purchases, consumption and closing stocks, Reconciliation with Finance Department (monthly).
- Maintaining record of Raw and Finished Goods (import, formulation, consumption and closing stocks) Reconciliation with Customer Services Department (monthly)
- Reconciliation of packaging material, finished goods & raw material inventory with warehouses records at re-fillers/formulation plants (monthly).
- Monitor daily stock position, Preparation & implementation of Dispatch Plans of Finished Goods, Monitor Stock movement between Re-fillers and depots/warehouses along with Raw material availability.
- Monitor dispatch Record of Finished Goods Stock, dispatched from Re-Fillers.
- Managing warehouse stocks for distributor's invoicing and sales forecast.

(C) MAY 2004 TO JUNE 2005 AVARI LAHORE HOTEL PAKISTAN - A FIVE STAR HOTEL (www.avari.com)
AS PURCHASING MANAGER.

RESPONSIBILITIES:

- Authorized to approve Purchase Requisition, Purchase Orders and contracts on behalf of Avari Hotel Lahore.
- Close coordinated with engineering wing for procurement of spare parts of equipments, Generators, Chillers, Boilers Elevators, Heat Exchangers, Cooling Towers, Automobile units, Panels, Transformers, Air Compressors.
- Involved in Purchase of Engineering Parts, foodstuff, House Keeping & Laundry items and Services at best Price without compromising on Quality.
- Assisted Chief Chef, Chief Engineer and other department heads in Maintaining Inventory levels along with defined buffer stocks and re-order level.
- Managed and Supervised food supply, purchasing, receiving, storage of inventory and distribution for campus dining rooms, restaurants, catering and vending.
- Worked on Inventory planning to forecast menus, development of new product specifications, new product recommendations, and product sourcing along with cost comparison.
- Liaised brokers and vendors for acquisition and execution of bids and management of risk purchases as per defined terms and conditions.
- Developed new suppliers for room linen carpets, wash room daily usage items.
- Established daily/weekly deliveries schedules of inventories.
- Established current stock status and up to date inventory system with the F&B Kitchen.
- Market surveys twice in a month for the clear idea about the market prices.
- Monitored contracts, blanket orders with better negotiations and further compliance as per schedule.

- Regularly resolved any product problem (either of quality) and was responsible for defining penalty clause to the suppliers.
- Monitored Fortnightly, Monthly and yearly contracts of the suppliers and responsible for further renewal of these contracts.
- Managed alternative supplier's team to establish competition between them for acquiring of best prices against best quality of products.
- Responsible for all import matters of Avari Hotels in Pakistan and very much familiar with Import Policy and its rules and regulations defined in Pakistan Customs Tariff (PCT-Book).
- Sourced new suppliers globally for food inventory, for spare parts and equipments.
- Developed suppliers in Japan, Singapore, China for the regional restaurants.
- Managed a project for the renovation of Hotels rooms and lobby.
- Made the full cost sheet of inventory as well as of the engineering cost including the OH.
- Managed the time frame for the renovation of rooms so clients and guest will not be affected.
- Introduce new media inventory for the conference rooms and banquet halls.
- For the renovations bought the tiles and the washroom accessories from abroad.
- Washroom accessories from Kludi and porcelain tiles from china.
- Directly looking landed cost sheets of imported items for project and for management's accurate decision, Responsible for timely shipments and clearance of goods from Customs as per their defined customs tariff.

(D)_2000 – 2004 CUPOLA PAKISTAN LIMITED – KFC RESTAURANTS PAKISTAN

AS SR. SUPPLY CHAIN EXECUTIVE

RESPONSIBILITIES:

- Involved in material Planning & inventory management at warehouses considering buffer stock & lead times. Weekly monitoring of imported items stock and preparation re-order levels of each inventory item vis-à-vis daily & monthly consumption and lead-time of each inventory item.
- Managed all imports globally. Familiarity with Customs Rules & Regulations, Customs Tariff, Federal Import Policies & L.C. procedures, terms & conditions. Handling Landed Cost Sheet of all imports.
- Negotiated with local suppliers & exporters to develop a working relationship
- Responsible for developing alternate suppliers of each imported item from all regions for quality products. Negotiated with shipping companies for freight & other charges for movement of shipments and was responsible for Marine Insurance and making clearance of shipments from Custom authorities
- Liaised with Central Board of Revenue to streamline import functions and having full knowledge of availing SROs against each specific item defined by CBR and Engineering Development Board.
- Monitored timely Purchase Requisition for imported stuff as per their lead-time of shipment, along with local purchase.
- Managed storage and distribution of frozen items by using Weighted Average Method of inventory record. Also handling Frozen & dry inventory distribution to KFC-Outlets in Hyderabad, Lahore & Islamabad.
- Followed up for cold storage and transporters for deliveries and also responsible for clearance of their bills according to contract.
- Managed IRS (Inventory Requisition Sheet) of restaurants and responsible to advice warehouse for timely distribution of dry items at all KFC-Outlets in Karachi, Hyderabad & Islamabad.

(E) Worked with M-ARTAL POULTRY INTERNATIONAL as Purchasing Officer from 1997-2000.

(F) Worked with Ghazi Brotha Highway Contractors as Purchasing Officer from 1995-1997.

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EXTRA:

Awards: Cupola Pakistan Limited (formerly Artal Restaurants International Limited) KFC-Pakistan as “STAR” of Supply Chain Department.

Also awarded from Yum-Restaurants International Limited for the Policies and initiatives we had taken to streamline supply chain department.

Computers: MS Office. Proficient in SCM and Purchasing Modules.

Languages: Fluent in English & Urdu.

Status : Resident Visa of Kingdom of Bahrain.

Traveling: Middle East and Gulf Region (Dubai, Abu Dhabi, Sharjah, Bahrain)