

RESUME

SAADAT HUSSAIN

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Objectives

A dynamic procurement specialist with over 8 years' experience in handling business purchases requirement. Actively looking for a position in a reputable organization, where my analytical skills, knowledge and experience could be fully utilized for the growth of the organization and overall operational efficiency at optimum cost to explore and implement better means and ways to achieve the organizational goals/objectives.

Education

MBA	Specialization in Finance Kohat University of Science & Technology Kohat, Pakistan	2009	3.72 CGPA
BSc	Bachelor of Computer Science Statistics, Mathematics, Computer Science Karachi University, Pakistan	2005	61.87%

Professional Certificates/ Courses

- **Certified Purchase Professional (CPP/CPPM) from American Purchasing Society (APS)**
- **Certified MIS Reporting, International Financial Reporting Standard (IFRS)**
- Diplomas in Logistics & Supply Chain Management (LSCM)
- Diplomas in International Relations (IR)
- Certificate of Attendance at Automechanika Dubai World Trade Centre, 2017

Key Skills

Project Management

- Skilled in initiating and planning, selecting, contract writing, monitoring, and completing of Projects.
- Problem Solving and adapting to new or changing situation.
- Expertise in Supply Chain Management.
- Proficient in KPIs and other management tools.
- Management reporting, Analytical reporting and Control reporting.
- Preparation of procurement & operational budgets.

Technical Knowledge

- Expertise in ordering, follow up, receiving and reconciliation in ERP's (SAP, Oracle)
- Strong knowledge of software tools like Microsoft Office particularly in Advanced Excel (V-Look up, Pivot tables, Consolidation etc).

Leadership Skills

- Proven ability to lead, coordinate and participate in teams for the successful delivery of all material and services.
- Believe in bringing excellent strategy and execution, to work while maintaining an atmosphere where colleagues and team members are both comfortable and highly motivated.
- Excellent numerical, statistical and problem solving skills & team oriented.

Communication Skills

- Ability to communicate clearly and persuasively, both orally and in writing English and Hindi / Urdu.

Professional Experience

Al Burkan Heavy Machinery & Equipment, U.A.E

Position : Procurement Specialist

Duration : July 2017 – till date

Strategic and Operational Responsibilities: -

- Obtain competitive prices for approved purchase requisition (PRs) and share procurement details with potential suppliers upon short listing, examine product quality and sample, negotiate discount, expedite delivery and follow up on receiving and payables issue if any.
- Sourcing spare parts and workshop equipments for huge fleet of over 2000 commercial vehicles belongs to Dubai Municipality (DM) and Road and Transport Authority (RTA).
- Receive departments Annual Procurement Plan (APP) and coordinate for clarifications, if any.
- Consolidate the APP; identify cost savings, quality and opportunities in coordination with the manager. Submit the consolidate APP and related reports for review and approval.
- Manage the preparation of annual budgets for purchased items classified according to different categories, in compliance with the concerned department.
- Develop and maintain an effective vendor strategy and undertake vendor evaluation as per procurement procedure to procure various goods i.e. equipments, materials and supplies.
- Work with the team to forecast and determine urgent purchasing demands, negotiate with qualified vendors to get rock bottom prices and flexible payment terms, expedite its delivery, evaluate inventory levels, and forward invoices with GRN's to finance department for payments.
- Participate in public Bids, Tenders and Blanket Purchase Orders (BPO), its proper documentation and ensure that company procurement & tendering policies are in line with Local Laws.
- Stay up to date of new goods and service, latest laws and regulatory, latest products and vendors and perform any other tasks as directed by the manager.
- Supervise direct subordinate in their day to day tasks and provide guidance.
- Allocate work to subordinate, conduct performance reviews and manage leave and overtime to ensure efficiency.
- **Professional Achievements;** set-up and implement procurement framework, identify areas of potential cost savings, eliminate reordering and paper work load, stock valuation and counting, foreign vendor registration, clearance of non moving stock, warehouse designing, procurement audit and KPIs, substitute for break down issue, documentation and recorded all facility management contracts, design vendor evaluation criteria checklist.

Averda, U.A.E**Position : Procurement Specialist****Duration : July 2014 - Mar 2017****Strategic and Operational Responsibilities: -**

- Responsible for three facilities strategic spends and obtained competitive price for every purchase requisition (PRs) particularly belongs to automotive spare parts, workshop tools, vehicles brandings, Gas & lubricants, IT equipments, Mechanical, Electrical & Plumbing (MEP) etc. and submit to the manager for approval and issuing purchase order (PO) accordingly.
- Identify key suppliers in the region, screen them, negotiates favourable payment term and work with GCC procurement business partner to prepare supplier evaluation strategy and their performance metrics, review and resolve recorded discrepancies and supplier non-conformance.
- Handle and solve vendor issues (damaged materials, rejected orders, transportation status etc).
- Maintain a strong and long term relationship with predefine vendors and assist the manager in locating and developing alternative connections both domestically and internationally.
- Enforce and monitor the procurement procedures, formulate action plans to improve lead time and on time delivery of goods and services.
- Participate with finance and warehouse team to ensure transparency and accountability.
- Ensure maintenance of the highest standards of professional conduct, ethics and integrity in provision of the services in the procurement section.
- Assist the manager in meeting for set up target and objectives of procurement section.

Geant Hypermarket, U.A.E**Position : Purchase Admin****Duration : June 2010 - June 2014****Administrative and Operational Responsibilities: -**

- Work in Central Merchandising Department (CMD) with responsibility of prepare cost sheets for various sections and create purchase order for foreign and local vendors.
- Ensure sea shipments against signed purchase orders and highlight any discrepancies if any.
- Follow up of shipment documents, tracking of vessels, their departure (ETD) & arrival (ETA).
- Coordinate with shipper for the bank and bill of lading (BL) and ensure that all LC's documents such as invoice, BL, packing list and country of origin are in line and brought on time.
- Generate weekly stock replenishment for regional stores in Bahrain, Oman and Qatar.
- Coordinate with logistics team concerning direct shipments to hypermarkets and superstores
- Contribute toward the formulation of annual business plan/budgets and ensure adherence to the policies and procedure of the CMD to support organizational objectives.
- Prepare consolidate COGS statement & reconciliation of inventory report on monthly basis.
- Provides accurate input for budget preparation and OTB planning.
- Preparing Profit & Loss statement, monthly proposed budget analysis and its presentation.

Personal Details**Date of Birth : March 23rd 1985****Passport Number : NC6899552****Nationality : Pakistan****References will be provided upon request**