



RESUME

Shahbaz Ahmad

Dubai, UAE – Employment Visa

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Nationality: Pakistani

Valid UAE Driving License

CAREER OBJECTIVE

Procurement in an executive capacity where leadership and management skills can be exercised to improve the firm's expansion and long-term viability as a successful business.

CAREER SUMMARY

Senior Purchasing Officer with more than **18 years** career with AL ITQAN FACTORY LLC experience in management, purchasing & procurement, materials planning and development, contract administration, vendor negotiations, and customer relations. Experience in General Management of world-class organizations around U.A.E & GCC,. background in project management systems analysis, programming, and marketing within the Information Systems industry, Highly accomplished, versatile and respected professional presenting accomplishments within diverse environments utilizing exemplary management, analytical, organizational, & people skills. History of accepting full accountability for divisional direction and strategic management, development of new services and operations, and revenue performance and enhancement strategies. Dynamic leader consistently achieves outstanding results in challenging environments while building and maintaining strong, loyal relations with both clients & colleagues. Proven ability to increase market share, outperform competition and increase profits. Expert at designing and launching powerful business development / marketing plans to drive a company to the position of leadership within its respective market and simultaneously achieve corporate goals.

- **Contract Negotiations**
- **Cost Containment and Profit Growth**
- **Crisis Management and Emergency Response**
- **Overseas Sourcing**
- **Sales and Marketing Strategies**
- **Project Management**
- **Purchasing Administration**
- **Import/Export & International Logistics**
- **Finding source of supply**
- **Technical Specifications**
- **Strategic Marketing Planning**
- **Market Expansion/Promotion**
- **Inventory Control / Store Keeping**

EMPLOYMENT EXPERIENCE

AL ITQAN FACTORY LLC (DUBAI)

Sr. Purchasing Officer - June 2005 to Present

Job Responsibilities

Prepares technical specifications for request for proposals, including terms and conditions and evaluation criteria

Promotes the Purchasing section as an effective resource for addressing Supply Management issues

Keeps constantly apprised of economic / business situations as they affect purchasing policy; makes recommendations to adequately meet those changing conditions.

Procurement of raw material from national and international market

Development of alternative local sources for imported materials which helps in cost saving.
Purchasing machines for reducing cost.
Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
Liaison with the Store department to maintain optimum inventory
Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
Liaison with finance department for timely payment of bills
Effective management of vendor database
ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc
Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them
Evaluate vendors based on the feedback from internal departments.
Developing reports on various programmes run for vendor development for top management.
Maintaining the stock of material without any variance by conducting stock verification and documentation
Implementing Standard Operating Procedures within the warehouse
Regularizing material receipts and ensuring the fluidity of stock.

Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
Prepare and process requisitions and purchase orders for supplies and equipment.
Control purchasing department budgets.
Review purchase order claims and contracts for conformance to company policy.

Marketing Executive - 2005 to August 2006

Job Responsibilities

Derive new marketing strategies.
Achieving targeted goals within targeted time
Developing business and achieving targets within stipulated period.
Honor requests and suggestions of existing business partners.
Conducting training for the staff while installing the system

EDUCATION AND CREDENTIALS

MCS (INFOLOGIX) (PAKISTAN)

University of Punjab (PAKISTAN)

Bachelor of Arts

SPECIAL SKILLS

📁 Computer & IT:

Microsoft Office™ (office 97,2003,2007,2008,2010,2012,2015)

Windows™ (windows 8, 7™, Vista™, XP™)

PUNJAB Computer College

Diploma in windows Applications

Power pack course from NICON

Diploma in HARDWARE

Networking (MCSE, CCNA) Certified.

Diploma Course in Computer Applications – TALLY (Accounting Package)

ACHIEVEMENT AND PARTICIPATION

Having a very good understanding of the business I already conduct the Five time for the following exhibition for my company

- 1) ARAB HEALTH 2011 to 2016
- 2) VET ME 2011 to 2014
- 3) OBS GYNE 2011 to 2014
- 4) MEDICA (GERMANY)

, Expert in Vendor management

Tendering Support Activity

Supporting Project Estimation

✦ Language:

English – Fluent

URDU– Fluent

ARABIC – Basic

✦ Strength:

Self-motivation and honesty

Decisive and forward thinking, with strong vision and strategic capability

Ability to network and liaise with clients at every level

Capable of operating within highly competitive industries

Excellent communication skills both written and verbal

Motivational and credible with highly effective interpersonal skills

Ability to persist with a task until objective is achieved

Strong and quick acquiring of new technologies

PROFESSIONAL REFERENCES

- Available upon request
- HIDAYATH
- ACEROMATE
- INVOTECH FZC
- WEST STAR SHIPPING
- DUBAI PACKAGING

