



Waqas Ahmed

Supply Chain Executive
Available to join immediately

Personal Information

Visa Status: Resident
U.A.E Driving License: In-progress
Location: U.A.E.
Experience: 5+ years in Supply Chain, Inventory Management, Procurement, Vendor Management, Negotiation, Planning, Forecasting, Microsoft Office, ERP, and Market Research.

Skills

- Management
- Research
- Customer Relationship
- Negotiation
- Leadership
- MS Office
- Presentation
- Communication

Reach Me At

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Experience



Nawan Laboratories Pvt Limited **Supply Chain Executive (2021 - 2022)**

- Procurement of raw material excipients.
- Handling of goods supplied from vendors against purchase orders.
- Ordering of factory inventory goods and services.
- Generating purchase orders.
- Researching potential vendors.
- Procurement of chemicals, salts, apparatus, glassware, equipment, filters, and on demand requirement.
- Supervision of raw materials warehouse as per GMP and GSP.
- Follow up with vendors and handling the complaints.
- Ensuring the adequate supply of all required material, components and equipment.
- Coordinate with warehouse staff to ensure proper storage.
- Managing all the procurement and purchase documents (GRN, invoice, DC, ETC) and proceeding forward for timely payments to accounts.



HighQ Pharmaceuticals **Supply Chain Executive (2019 - 2020)**

- Handling of goods supplied from vendors against sub-contracting purchase orders.
- Compare and evaluate offers from suppliers.
- Supervise and maintain the whole process of procurement as per company's SOP.
- Researching potential vendors and generating purchase orders.
- Procurement of Indirect material.
- Ensuring the adequate supply of all required material, components and equipment.
- Coordinate with the Finance Department for vendor payments and reconciliation.

Research Project

Topic: Green Supply Chain Management

Abstract: The aim of this research is to identify that how much it is important for the companies to start implementing the process of green supply chain management in terms of increasing the overall performance of the organization and also to make Environment healthier by reducing the emission of carbon and toxic gases.

Courses/ Workshops

- Procurement and Logistics Management by ISCEA
- Leading Digital Innovation in Supply Chain and Logistics by IMD
- One Day Workshop on Entrepreneurship and Technology



HighQ Pharmaceuticals

Warehouse In-charge (2017 - 2019)

- Checking materials and making entries inward and outward.
- Recording consumption of daily materials.
- Preparing and Updating stock sheets.
- Periodically checking the stock.
- Inspecting materials according to PR, quality and quantity.
- Ensuring proper tagging of material.
- Handling the material according to their temperature, expiry date, and demand.
- Receiving purchase requests according to the department requirements.
- Maintaining a minimum stock level and reporting stock details to management.
- Preparing purchase requirements of routine inventory.
- Ensuring that every gate In-Out is prepared as per company's SOP.
- Maintaining inventory by conducting monthly physicals counts and reconciling variances.



ICM Japan

Intl. Business Development Executive (2015 - 2016)

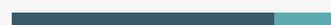
- Communicating with clients and handling their queries.
- Providing product information to the clients.
- Managing and updating records, invoices in database.
- Organizing the bid as per customer's budget and arranging the shipment.

Education

- Master of Business Administration (MBA) - Supply Chain
2019 - 2022 | SZABIST, Karachi
- Bachelor Of Computer Science
2012 - 2016 | Ilma University, Karachi

Languages

English



Urdu

