

Muhammad Ramzan

Dy. Manager Purchase

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EDUCATION

June 2016
University of The Punjab, Lahore
MBA, Risk Management
(GPA: 2.84/4.0)

RELEVANT SKILLS

Digital Data Analytics

Time managements skill

Analytical problem solver

Good communication skill

Dedicated and self-motivated

Drive to learn-apply new ideas

Microsoft Office

Working experience with one of the latest Accounting system **SAP, Oracle** and Microsoft Dynamics **D-365**

Ability to operate with more than one task effectively

CAREER OBJECTIVE

Seeking a challenging position in reputable and leading organization which values its employees encourages creativity and has a Competitive environment where I can find the opportunity for growth in professional skills and expertise.

PROFESSIONAL EXPERIENCE

June 2023–Present

Dy. Manager Purchase (Import)



Service Global Footwear Ltd.

- Responsible for managing the full import process for a shipment, from start to finish.
- Improve import process and supplier management.
- Execute LC/CAD requests.
- Follow-up with clearing agents for timely clearance of shipments.
- Follow-up with finance department for imported shipments payments/original documents.

March 2022–May 2023

Dy. Manager Procurement (Head of Supply Chain)



Feeture Fashions (Pvt) Ltd, Lahore.

- Leads the supply chain team in executing best practices and measuring performance through agreed upon Key Performance Indicators (KPIs).
- Plans, manages, and coordinates all activities related to the sourcing and procurement of necessary materials and supplies needed to meet the changing levels of product demand.
- Work on forecasts and inventories, keeping an accurate record of the process and analysing performance.
- Maintain supply chain inventory and records.
- Find cost-effective solutions for supply chain processes.

March 2012–February 2022

Asstt. Manager Purchase



Borjan (Pvt) Ltd, Lahore.

- To call samples along with Quotations from registered and new vendors according to the demand from relevant department.
- To fulfil the procedural requirements of P.O creation and submission for approval.
- To follow up the orders by making visits to relevant vendors.
- To ensure the deliveries of consignments along with approved prototypes in compliance with company's policy.
- To explore the new vendors for enhancing the production capacity and get the prices down to the budgeted mark.

April 2007–Feb 2011
Purchase Officer

 *Packages Ltd. (Bulleh Shah Packaging), Kasur.*

- Create the Purchase orders in system and arrange target system to suppliers all over the Pakistan.
- To maintain the stocks level of all qualities according to planning projection.
- Acquisition the top quality of waste paper according to Packages SOP at lowest prices.
- Analyse the monthly reports of waste paper supplier's quality & quantity.
- Ensure proper recording and monthly reporting systems of all procurement activities.
- Prepare Procurement Performance report on monthly basis.