

FAHAD MASUD

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PROCUREMENT, SUPPLY CHAIN, FINANCE
PROFESSIONAL WITH MORE THAN 14 YEARS OF
EXPERIENCE

PERSONAL DETAILS

Date of Birth: 24 August 1981

Father Name: Masud Akhtar

Marital Status: Married



CAREER OBJECTIVE

To excel as a procurement specialist in a dynamic and forward-thinking organization, leveraging my expertise in international trade, logistics, and supply chain management. My aim is to ensure the seamless and cost-effective procurement of materials, while meticulously adhering to regulatory compliance. I am committed to optimizing procurement operations, fostering strong supplier relationships, and contributing to the company's growth by delivering efficient and effective procurement solutions.

SKILL PROFICIENCIES

- **Supply Chain Management:** Understanding of supply chain principles, including procurement, logistics, and inventory management, to optimize import operations.
- **International Trade Knowledge:** In-depth knowledge of international trade regulations, customs procedures, tariffs, and import/export documentation.
- **Negotiation Skills:** Ability to negotiate favorable terms, pricing, and contracts with international suppliers to ensure cost-effectiveness.
- **Logistics Expertise:** Proficiency in coordinating shipments, managing transportation, and optimizing import logistics for efficiency and cost savings.
- **Compliance and Regulatory Affairs:** Strong understanding of import compliance and the ability to ensure adherence to all relevant import regulations and laws.
- **Documentation Management:** Skill in maintaining accurate and organized import documentation, including invoices, bills of lading, and certificates of origin.
- **Cost Management:** Ability to develop and manage budgets related to import operations and identify cost-saving opportunities.
- **Communication Skills:** Effective communication, both verbal and written, to liaise with international suppliers, customs agents, and internal teams.
- **Software Proficiency:** Proficiency in using supply chain management software (SAP Business One) and tools to track shipments, monitor inventory, and analyze data.
- **Problem-Solving:** The capacity to quickly identify and address issues that may arise during the import process.
- **Team Collaboration:** Strong teamwork and collaboration skills to work closely with cross-functional teams such as procurement, production, quality control, and finance.

ACADEMIC QUALIFICATIONS

Diploma in Procurement & Supply Chain Management (July' 19 – Oct'19)

Procurement & Supply Chain Management

Pakistan Institute of Management Science

M.COM (Oct' 03 – Aug'05)

Accounting & Finance

University of Central Punjab

B.COM (Sep'99 – Aug'01)

Commerce

Punjab College of Commerce

FSC (Sep'97 – Aug'99)

Science (Pre-Eng)

Govt College of Science

PROFESSIONAL WORK HISTORY

Assistant Manager Imports

Interwood Mobel (Pvt) Ltd, Lahore, Pakistan (Furniture Industry)

Feb 2021 to Sep 2023

Roles & Responsibilities

1. Procurement Management:

- Source and procure raw materials, components, and finished goods from international suppliers to meet production demands.
- Negotiate pricing, terms, and contracts with suppliers to ensure cost-effectiveness and favorable payment terms.
- Monitor supplier performance and maintain relationships to ensure consistent and reliable imports.

2. Logistics and Supply Chain:

- Coordinate the shipment of imported goods, including documentation, customs clearance, and transportation.
- Optimize import logistics for cost efficiency, lead time reduction, and on-time delivery.
- Collaborate with logistics partners and customs agents to expedite the import process.

3. Compliance and Regulatory Affairs:

- Ensure adherence to all import regulations, including customs, tariffs, and trade laws.
- Manage import documentation, including invoices, bills of lading, and certificates of origin.
- Stay updated on changes in import/export regulations and communicate updates to the team.

4. Inventory Management:

- Maintain accurate records of imported materials and their availability for production.
- Work closely with the inventory and production teams to ensure optimal inventory levels.
- Implement inventory control measures to minimize losses and wastage.

5. Cost Control and Budgeting:

- Develop and manage budgets related to import operations.
- Identify cost-saving opportunities and strategies to improve import efficiency.

6. Team Collaboration:

- Collaborate with cross-functional teams, including procurement, production, quality control, and finance, to align import operations with overall business goals.
- Provide guidance and support to junior staff members in the import department.

Assistant Manager Imports

Spark world (Pvt) Ltd, Lahore, Pakistan (Home Appliances Industry)

Feb 2018 to Jan 2020

Roles & Responsibilities

- Liaising with warehouse, sales & other relevant departments to determine items to order.
- Request for proforma invoices from overseas suppliers.
- Processing of overseas purchase orders.
- Placing of orders with overseas suppliers.
- Preparation of marine insurance covers.
- Processing of payments for freight forwarders.
- Preparation of letters of credit.
- Routine follow up on status of goods to ensure that suppliers meet delivery promises.
- Tracking of incoming shipments.
- Liaising with clearing agents on cargo clearance with customs.
- Notifying suppliers on short shipped, over supplied & faulty items received & taking necessary action.
- Filing & keeping records of all import documents.
- Emailing shipment status to all the concerned people on daily basis.
- Any other duty that may be assigned by CFO or Deputy Manager Imports.
- Overall coordination between warehouse, finance, sales & product team on orders requisition & product specification.
- Keep up with ever changing government policies & tariffs on importation of goods.
- Liaising with overseas suppliers, company bankers, customs, clearing & forwarding agents.

Procurement, Imports & Logistics Coordinator

Juma Al Majid (SARCO, SHAMEL, OCP, GENSERV), Sultanate of Oman (Furniture, Home Appliances, Consumer Electronics, HVAC)

July 2012 to February 2018

Responsibilities GENERAL ENGINEERING SERVICES L.L.C (GENSERV) Volvo Heavy Equipment, SDLG, Isuzu

- Costing of local & foreign SRVS for spare parts department.
- Preparing LPOs for workshop department.
- Preparing LPOs for sales & rental departments.
- Preparing foreign purchase orders for the purchase of heavy equipment.
- Processing of L/C for foreign purchase of heavy equipment.
- Declaring insurances for the all-heavy equipment shipments arriving by sea and air.

Responsibilities AL SEEB TECHNICAL EST. (SARCO) L.L.C (Samsung, Acer, Casio, Citizen, TCL) Electronics & Home Appliances

- Preparing LPOs and foreign purchase orders for all divisions and departments.
- Preparing & processing of L/Cs for all divisions and departments.
- Costing of SRVs local & foreign shipments for all divisions & departments.
- Declaring insurances for all foreign shipment arriving by sea, air and road.

Responsibilities (SHAMEL INT'L INDUST., TRDG. AND CONTG. L.L.C) HVAC & Furnishing Contracting

- Preparing LPOs local for transportation and stationery purchases.
- Preparing and processing L/C for local and foreign shipments.
- Declaring insurances for all foreign shipments arriving by sea, air and road.

General Responsibilities

- Communicating LPOs and foreign purchase orders to suppliers and concerned departments.
- Submitting L/C applications to banks.
- Forwarding L/C SWIFT copies to concerned persons and departments.
- Responsible for maintain all L/C related import documents.
- Responsible for processing L.C amendments in case required.
- Coordination with the shipping agent for shipments status.
- Coordination with clearing agent for timely clearing of import shipments.
- Coordination with the other departments (stores & sites) for the status of shipments.
- Coordination with concerned department for any purchase related inquiries.
- Coordination with local/foreign suppliers for enquiries, quotations & delivery of material.
- Coordination with accounts department for payment related issues for suppliers.
- Part time assistant for accounts department for payables (preparing BPVs, bill registrations, purchase vouchers & supplier accounts reconciliations).
- Part time liaison with all the commercial banks for all the group companies in case of unavailability of PRO.

Accountant

National (Al Wataniyah) United Engineering & Contracting L.L.C (Sultanate of Oman), Construction

Dec 2009 to Nov 2011

Roles & Responsibilities

- Managing Cash Imprest.
- Scrutinizing of all the cash imprest statements.
- Proper accounting of cash imprest statements into the correct & relative accounts.
- Seeking & confirming approvals from the concerned persons in case of unusual stances or events.
- Verification & clarification of the expenses from the related persons in case of discrepancies.
- Checking the cash imprest statements & the allowed limits for the concerned persons.

Accounts Payables:

- Preparing the ageing statement for all creditors on monthly basis.
- Preparing the provision for credit purchases on monthly basis.
- Preparing detailed MIS (Profit & Loss) for the MTD department (Motor Transport Division) on a monthly basis.
- Preparing the analysis for internal & external hiring of heavy equipment & machinery for the whole company on the monthly basis.
- Preparing reconciliation of all the creditors' accounts and of airfare control accounts on the monthly basis.
- Accounting of all documents in the correct accounting heads, divisions & job nos.
- Checking of all the supporting documents attached with every invoice submitted from the suppliers.
- Checking the validity of all the documents including invoices submitted by creditors e.g., supplier's general, hiring parties, sub-contractors, fuel suppliers, medical & travelling.
- Preparing the monthly & annual schedules for prepaid insurance, retention payable to sub-contractors, advance to sub-contractors.

Accountant

Vector Enterprises L.L.C. (Sultanate of Oman), Hardware, Electric Tools,
Safety Equipment Trading

Apr 2008 to Oct 2009

Roles & Responsibilities

- Managed all financial transactions, included posting debits and credits, producing financial statements, and recording all transactions.
- Prepared management reports and financial summaries using Focus Accounting Software & Microsoft Excel detailing company's financial status. Generate bank deposits, verify and balance receipts. Create invoices and track overdue accounts.
- Managed payroll. Research and resolve billing and collections disputes.

COMPUTER PROFICIENCY

Well versed with the latest versions of the following:

- Microsoft Word & Excel
- Microsoft Outlook
- Focus ERP
- Visual Cams ERP
- Citrix ERP
- SAP Business One

HONORS AND AWARDS

- Scholarship on merit for M. Com, University of central Punjab, Fall'03-05.
- Maintained CGPA above 3.0 during whole Master program.
- Interwood Mobel (Pvt) Ltd
Best Disciplined Employee in recognition of the outstanding performance shown with great discipline throughout the quarter (Jan-Mar, 2022).
- Ielts Academic Overall 8.5 Score

INTEREST

- F1
- Movies