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| **RAFIQ AHMED KHAN** **Procurement & Sourcing | Supply Chain Management | Logistics Operations**  *Result-oriented professional offering* ***14 years*** *of experience in Pharma Industry -* ***Sourcing & Procurement*** *expertise that directly results in efficiency improvements & cost savings*  [rafiqahmed.khan77@gmail.com](mailto:rafiqahmed.khan77@gmail.com)  9000186124 or 8978885540 | |
| Associated as **Senior Manager** with **GVK BIO Company**  Industry Preference: **Pharmaceutical/ Manufacturing/Hospitals**    **Personal Details Date of Birth:** 2nd October 1977  **Languages Known:** English, Hindi, Urdu and Telugu  **Address:** Flat No. 505, Kiriti Villa Apartments, Opposite Balaji Rice Mill, Macha Bollarum, Secunderabad – 500010 | **Profile Summary** |
| * An effective Team Leader with expertise in setting -up objectives, designing & streamlining the business processes & executing work to improve productivity & reduce cost. Responsible for Procurement of Indirect Material for Indian Operations **(Hyderabad, Vizag & Bangalore)** * Significant exposure in performing sourcing & procurement activities of **Capex Requirements** Project Consultancy, Civil & Infra, HVAC Contract, Mechanical contracts, Insulation Contracts, Electrical Contract, instrumentation contracts, Interior works, IT Infrastructure, Landscaping Works, process equipment’s, utility Equipment’s, Lab Instruments (QC & R&D) & so on * Mechanical, Electrical, consumables, OEM Spares, Gas Cylinders, Utility spares, ETP and Boiler chemicals and Lab Chemicals & consumables, Glassware items, Analytical Spares, Civil and Infra related supply and services, Finalizing ARCs, Renewal of AMCs & CAMCs,  Processing Service Level Agreements of EHS, Admin and IT, along with these taking care of Impurities, reagents, RM Solvents & packing material * Also handling sale of Scrap & Spent Solvents * Hands-on experience in material procurement, identifying potential sourcing opportunities to support efficient purchase of goods & services through analysis of current procurement arrangements and research of available alternatives * Excellence in collaborating with vendors for efficient negotiations on price, delivery schedule and other terms & conditions * Comprehensive experience in interacting & negotiating with domestic & international suppliers * Expertise in implementing cost saving measures to achieve substantial reduction in terms of man-days, production cost, and so on * Efficient organizer, motivator, team player and a decisive leader with the skills to motivate teams to excel & win |
| **Timeline** | |
| 2002 – 2005  2005 – 2005  2005 – 2006  2006 – 2013  2013 – Till Date | |
| **Core Competencies** | |  |  | | --- | --- | | **Sourcing & Procurement** | **Supply Chain Management** | |  |  | | **Vendor Development & Management** | **Project Management** | |  |  | | **Material Management** | **Inventory Management** | |  |  | | **Cost Control** | **Liaison & Coordination** | |  |  | | **MIS Reporting & Documentation** | **Team Management** | | **Contract Management** |  | |
| **Organizational Experience** | **Since Oct’13: GVK BIO Company, Hyderabad**  **Growth Path:**  Oct’13 – Mar’16: Deputy Manager  Mar’16 – Apr’18: Manager  Apr’18 – till date: Senior Manager  **Key Result Areas:**   * Working as a Team Leader to ensure the timely delivery of products & services and supplies for smooth operations of the company * Administering the sourcing & procurement activities of capital equipment & MRO SKU’S * Performing weekly review on the open PRs & delivery timelines * Managing the renewal of existing ARCs * Identifying new recurring requirements other than existing ones & making an ARC * Negotiating & preparing quotation comparative statement for the capital equipment * Monitoring delivery timelines, evaluating & improving vendor performance * Preparing & maintaining MIS on monthly basis   **Accomplishment:**   * Successfully completed project worth 100 crores in Vizag-SEZ (Ramky Pharma City, Parawada)   **Jun’06 – Oct’13: Mylan Laboratories Ltd., Hyderabad**  **Growth Path:**  Jun’06 – Jun’09: Officer  Jun’09 – Mar’12: Executive  Mar’12 – Oct’13: Assistant Manager  **Key Result Areas:**   * Administered the sourcing & procurement activities of Raw Material, capital engineering equipment both CAPEX & OPEX * Identified & developed new vendors for the existing equipment * Prepared annual rate contracts for recurring requirements such as Pumps, Motors, Insulation Works, Fabrication Works, Civil Works, Painting Works, and so on * Negotiated & prepared quotation comparative statement; created & issued purchase orders * Coordinated with Finance Department for vendor payments |
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| **Previous Experience** | **Mar’05 – May’06: Spencer’s Super Market, Great While Sale Club Group, Hyderabad as Customer Service Supervisor**  **Mar’05 – Nov’05: Biba Apparels, Mumbai & Hyderabad as Brand Ambassador**  **Mar’02 – Feb’05: Lifestyle International Pvt. Ltd., Landmark Group, Hyderabad as Customer Service Representative** |
| **Academic Details** | * **MBA (Marketing)** from Annamalai University, Chennai in 2009 * **B.Com. (Computers)** from Osmania University, Hyderabad in 2001 |
| **Training / Seminar** | * Underwent enterprise training on **Purchasing Module in SAP** in 2010 * Attended seminar on **Challenging Trends in Ultra-Modern Clear Rooms** conducted by Indian Society of Heating Refrigerating & Air Conditioning Engineers in 2012 |
| **Extracurricular Activities** | * Actively participated in **Humorous Speech Contest & Table Topics Speech Contest** conducted by Toastmaster International in 2013 |
| **IT Skills** | * Knowledge of tools & methods used in Pharmaceutical industry * SAP, ERP, MS Excel and Internet Applications   Communicator |
| **Soft Skills** | Collaborator  Planner  Team  Player  Change Agent |