**Ali Haider**

Home Address: Flat no: A5 Sabika Apartments,

Sector 14-A Shadman Town North Nazimabad Karachi.

Cell#: 0347-1245238

Email: [ali.enipak@gmail.com](mailto:a-mannan1@hotmail.com)

**OBJECTIVE**

To be an integral part of C&P Procurement Vendor’s Management Oil & Gas Company to practice & enhance my experience, I am able to work for complete SAP SSM,SRM Process cycle, Throughout my career, I have been self-starter and proactive.

**EXPERIENCE**

* **Working in Eni Pakistan** in Contract & Procurement Department

**Reports to:** SAP Specialist

**Overall Purpose of the Job**: To be responsible for a full range of e-tendering activities which ensure the operational effectiveness and excellence of the Contract & Procurement Function,

**Job Context:** Proactively assists with the tracking and analyzing of e-tendering process,

**SAP Software**:

* Using SAP Net Weaver Portal to e-procurement

Check vendor details in e-procurement and resolved the issues.

**Candidate Profile:** 3 years experience in Contract & Procurement dept as a SAP suppliers support.

**Job Specific:**

* Guide and ensure contractors compliance to Eni Pakistan’s HSE policy and requirement (where applicable).
* Act as liaison between Local Pakistani Vendors, Contract & Procurement Department, and Milan based Service Operations Support (SOS).
* Resolves and inputs vendor/provider requests into Service Operations Support (SOS) according to established guidelines of Service Operations Support (SOS).
* Ensures proper, accurate, records, files, databases are set up and maintained.
* Ensures end to end resolution of the issues/problems.
* Document all inquiries, follows appropriate guidelines for resolutions accordingly.
* Ability to use and interpret integrated resource planning systems for resolution of above problems.
* Ability to interpret and understand Service Operations Support (SOS).
* Capacity to understand and interpret information callers.
* Provides customer satisfaction to both internal and external customers and strives to continuously improve service delivery.
* **One year experience in Pakistan Telecommunication Company Limited (PTCL)** from 1st March’2012 to 13th March’2013 in Customer Support Helpdesk,

**PROFESSIONAL TRAININGS**

* **HSE Management** by SGS from 30th to 31st July 2015 (two days) training at Movenpick hotel Karachi, Karachi
* **SAP Procurement Vendors Management : subsurface and analogue examples from central and southern Italy** by Eni Corporate University from 06th to 10th October 2014 (five days) field trip at Southern-Central Italy

**PROFESSIONAL SOFTWARE SKILLS**

* VMS
* SAP-SSM
* SAP-SRM
* e-Procurement Portal
* Infinity Voice Logging Portal
* [Microsoft Excel](http://www.rozee.pk/search/microsoft-excel-jobs-in-pakistan)
* Microsoft Word
* Microsoft Office
* Microsoft Visual Studio

**SOFT SKILLS TRAININGS**

* ***Team building Success***by *PSTD* on23rd September 2015 (one day) at PSTD, Karachi
* ***Presentation Skills*** by *Learning Mind Group* on28th April 2015 (one day) at PSTD, Karachi Business
* ***Communication Skills – Impact*** by *PSTD* on 16th June 2014 (one day) at PSTD, Karachi

**Projects**

* ***Information and Communications Technology, (Window 7 Deployment) project* in Eni Pakistan Limited** *on 8th February 2013 to 19th May 2013*

**EDUCATION**

* **Now start BBA (Supply Chain Management)** Iqra University Karachi.
* **Now start B-Tech (Mechanical Engineering)** Dadabhoy Institute of Higher Education.
* **DAE (Mechanical Engineering)** Royal Institute of Science and Technology 2013
* **Intermediate (Science)** Govt. National College of Boys 2012
* **Matriculation (Science)** Harrow Grammar School 2008