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| pp 1 (2) | Raza Rahman **Supply Chain Management Professional**  **Job Focus: Production Planning/Inventory Management/Materials Management-Purchase/WH/Logistics**  **E-mail:** [razarahman69@gmail.com](mailto:razarahman69@gmail.com) **Cell**:+92 333 3457950  **Skype ID:**razarahman69 | | | |
| Accomplished Management Professional with 16 years of valuable experience and proven expertise in handling wide range of Supply Chain functions within multinational companies. Equipped with Master of Science in Management degree with Supply Chain Management qualification hence astute in understanding supply chain analysis, handling materials and planning, devising distribution network and strategic sourcing. | | | | |
| **Core Skills** | | | | |
| * Analysis & Solutions Implementation | | | * Strategic Planning & Operational Development | |
| * Client Relations & Customer Service Skills | | | * Negotiation & Client Convincing Abilities | |
| * Supply Chain Management | | | * People Management & Leadership Skills | |
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| **Core Qualifications** | |  | | |
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| **Master of Science in Management,** Assumption University, Thailand | | | | **1997** |
| **Bachelor of Science – Mathematics, Physics & Statistics,** University of Karachi, Pakistan | | | | **1991** |
| **Certificate in Supply Chain Management,** Pakistan Institute of Management, Pakistan | | | | **2002** |

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| **Work Progress** |  | |
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| **Manager Operations & Supply Chain,** MEDCO, Pakistan  A Medical Services & Supplies company – A subsidiary of Kings Group.  **Asst Manager Supply Chain,** Technovaa Industries, UAE. | | **June 2013 - Present**  **July 2012 – April 2013** |
| *Technovaa Industries division of (Darvesh Enterprises) is a reputed corporation actively engage in manufacturing, multiple trading, contracting and distribution business across GCC, Afro-Asian sub-continent and Europe.* | | |
| **Supply Chain & Operations Coordinator,** Rahman Enterprises, Pakistan | | **Oct 2009 - May 2012** |
| A nutritional manufacturing and marketing company in Pakistan. | | |
| **Assistant Manager - Supply Chain,** Herbion Pakistan Pvt. Ltd., Pakistan | | **Nov 2007 – Oct 2009** |
| Herbion is an internationally renowned name in the herbal industry vigorously exporting products all across Europe, Russia, North America, Central Asia and South East Asia. | | |
| **Senior Executive - Supply Chain,** GlaxoSmithKline (GSK), Pakistan | | **Jan 1999 – Oct 2007** |
| GlaxoSmithKline (GSK) is a UK based [multinational](http://en.wikipedia.org/wiki/Multinational_corporation) [pharmaceutical](http://en.wikipedia.org/wiki/Pharmaceutical_industry)  and consumer healthcare company considered as the [world's fourth-largest pharmaceutical company measured by 2009 prescription drug sales](http://en.wikipedia.org/wiki/List_of_pharmaceutical_companies). | | |
| **Procurement & Purchasing Coordinator,** Subtex International Company Ltd., Pakistan | | **Jan 1998 – Dec 1998** |
| A textile/garments international trading house. | | |

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| **Career Achievements** |  |
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| * Carried out assigned workload with enthusiasm, commitment, dedication and drive towards contributing to continued business growth hence acknowledged and merited by management: embarked a history at Herbion for obtaining 100% production for 3 consecutive months under the direction as Assistant Manager in Supply Chain; received the Bravo Card in October 2003 at GlaxoSmithKline (GSK) for achieving 98% of the Agreed Supply Plan (ASP) with Demand Function. * Introduced cycle counting at Herbion’s Warehouse and optimized inventory levels of 1500 Stock Keeping Units (SKUs) for non finished products therein which significantly improved storage management; implemented ERP Planning Module within Herbion Supply Chain Department and accordingly acted Functional Coordinator of MIS Steering Committee for its setup and execution; transformed Rahman Enterprises’ Supply Chain Procedure paving to 70% revenue increase. | | |
| * Managed planning, purchasing, warehousing and distribution of Rahman Enterprises’ products including related marketing, brand awareness, business development and results-oriented client relations. Successfully launched the rice-based ORS, the 1st in Pakistan history, acquiring 50 clients and generating 1M unit sale in merely 1 year. Also, pioneered the introduction to Pakistan market of ready to eat rice-based cereals, herbal baby rub and Musaffa water, filter and purifier. | | |
| **Proven Expertise** |  | |
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| **Planning & Operations**   * Supply Planning/Management. * Inventory Management. * Effective utilization of resources low-cost and high returns for the organization. * Estimate the resources to ensure optimum inventory and achieving marketing requirement. * Co-ordinates activities of departments. * Ensures optimum inventory to prevent over-stocking and under-stocking. * Minimize wastage and ensuring proper handling of Materials. * Providing regular flow of quality products. * Develop and manage materials planning work for goods and materials as requested or demanded. * Schedule critical materials, standardization and performance measures to help in ensuring that reasonable yet stretched targets achieve accurately and identify effective strategy for long-term business plans. * BPCS,MPS, MRP, Rough cut capacity Planning, Analysing backward and forward scheduling.   **Procurement Management**   * Direct and coordinate procurement activities in a cost effective manner. * Represent companies in negotiating contracts and formulating policies with suppliers. * Handle duties related to vendor relations; manage contracts, negotiations, logistics coordination, timely deliveries and inventory-cost control. * Monitor vendor reliability, dependability and establish contacts with prospective suppliers. * Resolve vendor or contractor grievances and claims against suppliers. * Prepare and process requisitions and purchase orders for supplies / equipment. * Participate in development of specifications for equipment, products or substitute materials. * Purchase under L/C,CAD,D/P,Cheques etc | | |
| **Warehouse Operations**   * In charge of complete warehouse, material planning, budgeting, forecasting and allocation. * Responsible for issuing materials to users on demand and account for consumption. Match products with clients’ parameters, deliver and dispatch goods to clients. * Ensure adequate material handling, material preservation, stocking, receipt and issue by implementing proper housekeeping. Analyze-review fast and slow moving items. * Monitor stock accumulation, determine discrepancies and abnormal consumption. * Effectively handle and minimize obsolesce and surplus through proper codification. * Take care of issuance, receipts, documentation, warehousing, stocking and making computerized entries for the related items, slow moving and fast moving items. * Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards. * Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued. Prepare day-to-day reports as per company’s requirements. * Coordinate with different sections for warehouse operation functions. | | |
| **Logistics Management**   * Provide leadership and direction in ensuring the smooth functioning of overall logistics operations of the company applying knowledge and experience in logistics management. * Manage daily company business comprising placing of orders for daily offices requirements, filing systematically of records/documents. * Integrate information from purchasing, material take off, planning and fabrication to ensure material supply in sufficient quantity and timely. Track all stock movements, simplifying reconciliation. * Maintain and develop positive business relations with key personnel involved in logistics activity. | | |

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| **Job Role** |  |
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| **Asst Manager – Supply Chain,**  Technovaa Industries   * Systematic Process for determining which goods in what quantity at what location and when are required in meeting anticipated demand. * Optimize the Supply Chain process, i.e. optimize the order handling and logistic process, considering the characteristics and needs of different segments and customers. * Works closely with the Sales & marketing to ensure the best supply chain solutions achieved. * Directing wide range of duties related with purchasing operations for three divisions including but not limited to material arrangement management of imported and local materials. * Planning and duly arranging re-export or 3rd port shipments. * Rendering assistance in all logistics operations particularly with its documentation and coordination requirements. * Managing and communicating products shortages. * Ensure that the operational responsibilities are performed in line with organization policies and procedures. | |
| **Supply Chain & Operations Coordinator,** Rahman Enterprises   * Managed smooth flow of operations within assigned department as well as carried out quality & materials management, brand management, business development, client relations and customer service functions. * Proactively introduced company’s products among physicians as well as medical, research and educational institutions to boost up distribution network and client based: acquired 50+ clients viz. USAID, Aga Khan University Hospital, Pakistan Navy, Pakistan Council of Scientific and Industrial Research, etc; | |
| **Assistant Manager - Supply Chain,** Herbion Pakistan Pvt. Ltd.   * Ensured sufficient supply of finished goods to meet monthly quota of 1.5M packs for 6 overseas customers. * Maintained master production schedule (MPS) and duly managed delivery of products within set timeframe. * Optimized inventory levels of 1500 Stock Keeping Units (SKUs) for non finished products. * Handled business development and negotiation transactions with 150 suppliers for pay back periods of 90+ days. * Supervised procurement operations of PKR 12M/month. * Coordinated Supply Chain for implementation of ISO 9001 Certification. | |
| **Senior Executive - Supply Chain,** GlaxoSmithKline (GSK)   * Responsible for complete Production Planning & Inventory Control. * Maintain production capacity by determining, monitoring and updating production priorities. * Responsible for ensuring stable and unwavering reservoir of finished goods to reconcile the 2 million packs a month Demand Function as well as achieved the agreed Supply Plan. * Intensively liaised and follow up with Production, Purchase, Warehouse, QA and Engineering departments. * Played vital role in Business Continuity Process. | |
| **Procurement & Purchasing Coordinator,** Subtex International Company Ltd.   * Prepared and processed requisitions and purchase orders for supplies. * Represented company in negotiating contracts and formulating policies with suppliers. * Handled duties related to vendor relations; managed contracts, negotiations, logistics coordination, timely deliveries and inventory-cost control. | |

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| **Professional Development** |  |
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| **Workshops Conducted**   * Seminar on Supply Chain Management, Elite Procurement, Pakistan Nov 2014 * ERP System Training (Planning Module); *PARTICIPANTS:* Production, Purchase, Warehouse, Planning, Quality Assurance; *ORGANIZATION:* Herbion Pharmaceutical; *DATE:* Dec 2007, Sep 2009 * Warehouse SOPs, Cycle Counting & BPCS; *PARTICIPANTS:* Warehouse Officers and Blue Collar Staff; *ORGANIZATION:* GlaxoSmithKline; *DATE:* Aug 1999, Dec 2000 | |
| **Trainings**   * Import/Export & Logistics, Recknors Institute, Pakistan Mar 2015 * Problem Solving & Decision Making, Herbion, Pakistan Jun 2008 * Time Management, Herbion, Pakistan, Nov 2008 * Lean Sigma Advocate Training, GSK, Pakistan, Aug 2004 * Microsoft Office & Windows, Netmasters Dubai Consultants, Aug 2004 * Supply Chain Management, Pakistan Institute of Management, Dec 2002 | |
| **Seminar**   * Planning Industrial Facilities: Plant Expansion & Rearrangement, Thailand, Oct 1996 | |

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| **IT Skills** |  |
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| * Proficient in using customized ERP management system: BPCS, MPS, MRPII * Well versed in MS Office Suite (Word, Excel, PowerPoint, Outlook), E-mail & Internet applications | |

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| **Personal Details** | | |  |
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| Nationality | : | Pakistani | |
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| Languages | : | English & Urdu | |
| References | : | Will furnish promptly upon request | |