**MUHAMMAD SHARIQUE QAISER - CSCA® (ISCEA, USA)**



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## SUMMARY

Combine experience of 06+ years in Procurement, Air Express, Freight Forwarding, Supply Chain. Specialized in the Engineering and FMCG Sector.

Expert in business development, sales and project management with the ability to motivate and inspire teams through participative leadership style,effective communication and highly developed interpersonal skills. A proven track record, goal driven and great vision.

Overall managing experience in all phases merchandising, logistics, commercials, dispatching, vendor sourcing, customer development and coordination.

## PROFESSIONAL SUMMARY

**MANAGER SUPPLY CHAIN**

**SEPT 2014 TILL DATE GRAY MACKENZIE RESTUARANT INT LTD (KFC)**

* Managed End to End Supply Chain with Direct Reporting to General Manager Supply Chain.
* Management of Planning Process (Materials Raw, Packaging and Logistics) to ensure that Men, Materials and Machines are utilized in an integrated, efficient and cost effective manner.
* Continuous monitoring of prices of key Input Ingredients/Materials, both in Domestic and International Markets, with an objective of identifying potential buying opportunities and also to reap benefits of difference in prices of Ingredients/Materials therein.
* To Manage entire Procurement Process related activities pertaining to Direct and Indirect Materials from both Domestic and International Market, including use of cost management strategies to control costs including removal/reduction of Intermediaries wherever possible, Induction of low cost alternate suppliers, Negotiation/Renegotiation of rates & related terms, Global sourcing of Items/Materials, Liaison with R&D/QA departments for switching to Low Cost Alternates, use of Seasonal Short/Long term buying techniques, Volume Discounts, use of cost plus pricing techniques etc.
* Looking after all Raw and Packaging Material Stores related activities to ensure that Inventories of both Raw and Packaging materials are rationalized, stored properly and maintained at pre-ascertained levels to avoid unnecessary blocking Company’s financial resources.

**DEPUTY MANAGER SOURCING& PROCUREMENT PLANNING**

**JAN 2014 – SEPT 2014 COLGATE-PALMOLIVE (PAK) LIMITED**

* Procurement, Sourcing, Planning & Expediting of direct materials for timely and cost effective availability to meet the agreed production requirement of manufacturing plants.
* Represent Supply Chain in Sales & Operation Planning meetings to regulate the production volumes & ensure the availability of raw & packaging materials while maintaining minimum inventory levels to minimize inventory holding cost and accommodate future changes.
* Product Costing, Budgeting, Forecasting of key raw material costs, creating cost estimates and frozen standard cost runs based on new and existing products.
* New project costing, correspondence with vendors, price negotiation and planning of all raw and packing materials of new projects.
* Evaluation of price increase demands of various suppliers on the basis of component costing / competitive prices. Preparation of proposal and obtaining approval.
* Develop new/alternate vendors for all local & imported materials interfacing with other CP locations.
* Vendor evaluation, rating and certification.
* BOM establishment and maintenance for 3rd party material planning (MRP).
* Local and Divisional Reporting & Presentations on new projects.
* Complaints management related to all packaging and raw materials at all CP manufacturing sites in Pakistan.
* Work closely with Marketing, Planning, Manufacturing, Research & Development, Packaging & all the Vendors to continuously improve quality levels and reduce overall costs.
* Verification of materials before dispatching to plants and reduce lead time for different types of materials.
* Monitoring the quality, quantity, cost and efficiency of the movement and storage of goods.
* Coordinating and controlling the order cycle and associated information systems.
* Analyzing data to monitor performance and plan improvements and demand.
* Allocating and managing staff resources according to changing needs.
* Liaising and negotiating with customers and suppliers.
* Developing business by gaining new contracts, analyzing logistical problems and producing new solutions.

**ASST. MANAGER SOURCING & PROCUREMENT PLANNING**

**MARCH 2011 – DEC 2013 COLGATE-PALMOLIVE (PAK) LIMITED**

* Ensure competent quality execution of all regular purchasing duties and administrative works.
* Maintain complete updated purchasing records/data and pricing in the system.
* Prepare reports and summarize data for all Imported & Local Raw Material on monthly basis.
* Exposure in Maintain Materials storage, locations, FIFO as per requirements.
* Coordinating with production planning to meet customer priorities.
* Releasing monthly schedules, Procurement of Materials, Spares & Consumables.
* Managing logistics functions, negotiating with transporters & clearing agents for cost effective transport solutions & clearances. Liasoning with local authorities & ensure preparation of all papers/documents.
* Interaction with the factory stores In charge and collecting indent time to time as per requirement. (Packing Materials, Raw materials)
* Preparing the comparative chart for each &every materials.
* Finalizing the rate and quantity with G.M - Commercial and getting approval time to time.
* Execution and monitoring of all regular purchasing duties.
* Coordinate with suppliers to ensure on-time delivery.
* Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
* Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
* Negotiate for best purchasing package (in terms of quality, price, term, delivery and service) with suppliers and sub-contractors assigned.
* Purchase and issue order in accordance to specification.
* Plans and manage inventory levels of materials or products.
* Source for new parts, suppliers or sub-contractors when the need arises.
* Monitor and co-ordinate for deliveries of items.

**COMMERCIAL OFFICER**

**FEB 2008- till JAN 2011 SIEMENS (Pakistan)**

* Working primarily on SD Module of Spiridon (customised version of **SAP**) and executing transactions in MM & FI modules. Moreover, providing on-the-job training to new inductees on basic transactions on aforementioned modules.
* Responsible for thoroughly analysing commercial terms & conditions of customer purchase orders & tenders.
* Order execution of local and export orders.
* Coordinating with Finance department for establishment of L/Cs and presenting claims to the bank for realization of payment against L/Cs.
* Reporting to the Management on cash collections, receivables status, sales turnover, orders in hand, finished goods inventory movements.
* Forecasting monthly cash-in figures, receivables figures, sales targets, provisions for liquidated damages & warranty costs, profitability & collection of bank guarantees.
* Conducting a pre & post-execution cost & profitability analysis of orders, with a special focus on quantity & price variances in coordination with various departments.
* Responsible for physical annual inventory of finished goods.
* Focus on establishing customer relationships through continuous interaction via emails, personal visits and telecommunication.
* Preparing, reviewing and evaluating department’s key performance indicators on a monthly basis.
* Supporting & supervising logistics staff to ensure a smooth & timely dispatch of customer orders.
* Supervising ancillary activities, including but not limited to, arranging bank guarantees & pay orders for tenders, settling intra-company invoices, sending order confirmations to clients & follow-up for outstanding payments.

## EDUCATION AND QUALIFICATIONS

**MBA (Fin & Mrkt):** IOBM (2011)

**BBA (H):** IOBM (2008)

## SIEMENS CERTIFICATIONS

##### > New Orders & Orders on Hand.

##### > Construction Contracts.

> Reporting.

##### > Planning.

##### > Economic Value Added.

##### > Inter-Company Business.

##### > Inventories.

##### > Receivables.

##### > Provisions & Accruals.

##### > Revenue Recognition.

##### > Limits of Authority.

PROFESSIONAL SKILLS

> Analytical & problem solving skills.

> Leadership & interpersonal skills.

> Effective team building skills.

> Reporting and forecasting competencies.

###### I.T SKILLS

> MS-Office.

> Working on SAP

> Internet, Microsoft Outlook& Lotus Notes

## INTERESTS & ACTIVITIES

# >I am a keen viewer of sports.

>I like to review financial and economics related articles.

## PERSONAL DETAILS

# Date of Birth: 05th September 1985

# Father’s Name: Muhammad SohailQaiser

# Nationality: Pakistani

# CNIC: 42201-0480407-9

### References shall be made available upon request.