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Tender Executive- Contracts, Supply chain & Procurement

Professional Summary

Commerce Graduate & an MBA in Travel Administration, urge to learn more & Ambitious. An opportunist with 8 plus yrs. of professional experience, service providing to Multinational companies in Administrative support & as a Coordinator. Apply corrective business practices for achieving best results. Motivated self-starter with a passion to succeed & desire to excel. Communicative. Seeking for opportunities that not only support my growth but also to provide a long-term relation of service to the company.

Education with Career Highlights

- ❖ Graduate in BBA: American Heritage University - Dubai, Sep 2004 till Jan 2009.
 - Telesales Agent: First Gulf Bank - Dubai, May 2006 till April 2007 while studying.
 - Document Coordinator & Customer Service agent: DU - Dubai, May 2007 till Oct 2007 while studying.
- ❖ Motor claims Executive: AXA Insurance - Dubai, March 2008 till Aug 2011.
- ❖ MBA: Amity University - Dubai, Aug 2011 till Aug 2013.
 - Operations department Trainee: Lama Tours - Dubai. Internship from July 2012 till Aug 2012
 - Customer service representative: Deyaar (Real Estate development) - Dubai. Internship from Sep 2013 till Nov 2013

Skills

- | | |
|---|---|
| ❖ Interpersonal & Communications | ❖ Travel Coordinator |
| ❖ Time Management | ❖ Team player |
| ❖ Ability to work with higher management or as per DOA terms. | ❖ Tendering & Bidding process |
| ❖ Meeting Deadlines | ❖ Administrative Functions & Support |
| ❖ SAP & ARIBA portal understanding | ❖ Written & Verbal – Professional Communication (as per business standards) |
| ❖ DO Coordinator – Freight | ❖ Proactive & Fast learner |
| ❖ Organize & Multitasking | ❖ Vendor relation |

Professional Experience

Emirates Global Aluminium -Dubai, UAE

Jan 19 -Till date

Tender Executive - Corporate Contracts Department, Supply chain

World's largest 'premium aluminium' producer and the biggest industrial company in the UAE outside oil and gas.

Role: Tender Executive

Responsibilities Handled as:

Tender Executive - 2022 till date

- ❖ Handling Tender process same way as done earlier but with additional responsibilities.
- ❖ Affluent myself to upgraded portals and assigned to multiple reports whenever required such as Monthly to Yearly tender reports, PO reports, Maintain EHS vendor data, P2P Tracker sheet (Procure to Pay).

- ❖ To go through given proposals/ BOQs and assist buyers in commercial evaluations by creating comparison sheets. Extract data from given quotes.
- ❖ Rules & guidelines followed to align with Technical, Commercial, EHS, ICV, ESG standards.
- ❖ Procure to pay tracker to be filled with updated dates, status, in accordance to calculate & follow tender timelines. Updates to be compliant with audit.
- ❖ Keep track of Technical & Commercial evaluation process. Based on evaluation to assist buyer in next steps such as negotiation sessions, E- Auction.
- ❖ Coordinate with Legal team & vendors on NDA, Legal Agreement / contract amendments in case of any deviations or additional clauses.
- ❖ Post Awarding duties: Once PO raised by buyer against Technically aligned supplier, proceed circulation of Regret letters to non-aligned participants, Tender project closure in portal, DMS attachments in SAP.
- ❖ Assist supplier registration team with “post contractor evaluation process”.
- ❖ Give suggestions towards improvements & efficiency. Positive changes in tender process that can ease daily workload and create a strong, competent team.
- ❖ Keep up to date with tender process, changes, ARIBA formats and efficiency discussions.
- ❖ To smoothen Contracts procurement process:
 - Schedule selective meetings with each Area/ End user. Discuss on going issues, concerns and closures.
 - Proactively initiate pre- tender formalities prior to actual enquiry receipt.
 - Ensure Purchase requisites are approved to release RFQ’s.
 - Ensure necessary protocols are followed to release tender events.
 - Keep vendors updated Pre & post participation.
 - Maintain business relations with vendors pre and post tender. Seek potential vendors and initiate on boarding with vendor management team.

Administrator – 2019 - 22

Joined as an Administrator to fulfill Administrative and tender duties. Handling corporate contract Tenders which are raised in form of PR via Area and through designated buyer. Managing its step-by-step procedure.

- Vendor onboarding coordination with our supplier registration team. Company profiles should reflect in ARIBA portal to access any futuristic events or auctions.
- Liaise with management to get Bidder list/ Single source forms approved, with buyer to share all Tender documents including checklist to follow deadlines.
- To release enquiries in two forms:
 - RFQ enquiries through SAP,
 - Float tenders on ARIBA portal
- Notify vendors with Addendum’s, initiate required rounds, follow-up for queries & clarifications, proposal submissions as per given deadline.
- Post evaluations to raise necessary revised rounds in ARIBA (depending on Techno commercial/ Commercial negotiations).
- Arrange meetings from Pre- tender clarifications to Site visits, Techno Commercial sessions to legal discussions. Weekly to reoccurring meetings and so on.
- Follow Site visit protocols by arranging EHS training sessions to informing vendors on PPE requirement. Earlier engaged in strict COVID-19 post procedures.
- Timely update folders with titled tracker sheets, templates, Admin related reports, Tender folders

Key Achievement:

- ❖ Indulge in **SAP & ARIBA portal** training sessions.
- ❖ Worked through licensed software; **Foxit** for converting files/ Edit text/ attachment & removal/ use relevant features, **DocuSign portal** for signature circulation internally & externally.
- ❖ Understanding of SAP features.
- ❖ Educate vendors the ARIBA platform by sharing its guidelines.
- ❖ Dealing with Buyers, Area/ End users & high level management, action their requirement.
- ❖ Acquire knowledge on tendering process through supply chain perspective.
- ❖ Habitual to maintain excel files, folders, P2P / tracker sheets
- ❖ Meet deadlines & multitask as per priority.
- ❖ Achieved a way on conversing with vendors to follow procedures and RFP business timeline.
- ❖ Follow the tender process with utmost sincerity and avoid loop holes for delays.
- ❖ Supported for Commercial evaluations

- ❖ Contractual discussions & aligning process

Panalpina –Qatar, Doha

May 17- May 18



Admin Assistant & Coordinator - Ocean & Air Freight

The panalpina group is one of the world's leading providers of supply chain solutions- MNC

Role: Admin Assistant & DO Coordinator

Responsibilities Handled

Admin duties:

- ❖ Handle Front desk duties. Liaise with Internal staff & Departments for Office related requirements
- ❖ Documentation / Bank Statement Reports & Maintain for Backups / Expense claims
- ❖ Assist HR Team with Attendance Report, Travel Bookings - Coordinate with Travel Agents & Managers for Ticket issuance, Hotel Bookings Maintain Admin records & Files. Cheque preparation & Record keeping

DO Coordinator Duties :

- ❖ DO Releases & B/L Exchange of both Ocean & Air Freight, Final DO's to Consignees
- ❖ Coordinate with Consignees, Shipping line & Agents concerned to expected Arrivals / Invoices for Final DO Charges / Cargo Arrival Notices.
- ❖ Prepare Files / Liaise with Operation Team related to respective Freight Documents & Cases
- ❖ Coordinate with Origin Offices regards to B/L's / AWB's & Shipment details.
- ❖ Update Consignee / Agents if there are any changes on Release Rates, Procedures, Container clearance from Port.

Key Achievement:

- ❖ Assist HR Team with Formalities –To do List during New Joiners & Leaving Employees / Travel Reports & Plan Itinerary for Relocation process.
- ❖ Complex Travel bookings. Manage & cope up with sudden Travel plan or rerouting when arise. Take immediate measures to execute the change.
- ❖ Gained knowledge on shipment Incoterms / Awareness on DO Release documentation process.
- ❖ Maintain & Build strong relations with external clients, shipping lines & Agents for timely updates on Cargo Arrivals as well as payments.
- ❖ Understanding of shipment procedures & Formalities.
- ❖ Multitasking daily financial report making alongside Admin duties & assisting operations team.
- ❖ Create a trust factor within internal staff & among our other branches coordinators for timely feed backs.



Heinz Africa & Middle East FZE - DAFZA, Dubai

Aug 14 – Aug 15

Admin Assistant & Coordinator - HR Department

A globally trusted producer of delicious foods. Committed to invest in world- class brands and long-term value creation - MNC

Role: Travel Coordinator & Admin Assistant

Responsibilities Handled

- ❖ Coordinate & Plan the arrangements as per Itinerary such as Ticket/ Hotel / Local conveyance Visa & all the necessary requirements that come under each category.
- ❖ Liaise with suppliers for placing the Travel package according to Agenda.
- ❖ Being a part of HR Team Adhere to follow Travel Policies & keep in track for recent changes.
- ❖ Keep safety & security measures in mind when sending Managers to countries that can cause a threat of crime, eg - Protocol service: Immigration assistance along with pick & drop service to & fro, Hotels that do not compromise on security standards, etc
- ❖ Follow Budget based system when preparing the Travel Package
- ❖ Check Expense claims & see to it that packages / Sub packages are applied according to its usage.
- ❖ Prepare LPOs for issuance of tickets.
- ❖ Invoice : clearing all before its due date & updating Accruals sheet if needed
- ❖ Provide Travel Admin assistance to the HR Team such as Documentation - Approved petty cash, Visa Bills, Trade license of Distributors, Invoicing, Employee backup folder
- ❖ Prepare Visa Docket & update time to time.

- ❖ Prepare Hotel apartments list timely & compare rates
- ❖ Assist HR Recruiter in organizing Candidates Travel plan coming for Interview.

Key Achievement:

- ❖ Manage & organize End to End Business Travel for all Managers residing in Dubai but not limiting to those around the Globe (Inbound & Outbound).
- ❖ Execute each Manager's travel as per said requirements & be proactive if come across any sudden changes.
- ❖ Negotiate for rates whenever needed.
- ❖ If new destinations added then Research about it to keep a better understanding of all arrangements, such as ; Mode of Transportation, Airport location & proximity from work place, Airlines & their respective Terminals
- ❖ Educate New Travelers about the procedures & make sure all the employees follow the same
- ❖ Maintain a Travel Data sheet along with its back up for future follow-ups
- ❖ keep in track of new procedures along with Visa Applications forms of countries
- ❖ Gained insite on Immigration rules & Visa procedures
- ❖ End to End arrangements for Relocating New employees
- ❖ Assisted in Recruiting process from posting Job Adds to Head hunting & sending mails to eligible candidates, from Screening resumes to calling shortlisted Candidates.

AXA Insurance - Dubai Outsource Zone, Dubai

March 08 - Aug 11

Back Office Executive - Claims

AXA, the number 1 Global Insurance Brand as ranked by Interbrand. AXA Gulf is the largest insurer in the GCC - MNC

Role: Motor Claims Executive

Responsibilities Handled:



- ❖ Register & assign of new claims into the system.
- ❖ E-filing of motorist report.
- ❖ Engage of surveyor /contact with workshop/ agencies on repair cost.
- ❖ Updating of data, prepare computation of motor insurance.
- ❖ Review claim files/ documentation and issuance of local purchase order (LPO).
- ❖ Follow up claim documentation with insured, agent, and workshop.

Key Achievement:

- ❖ Attend to correspondence and provide efficient service to client.
- ❖ Train and guide junior staff.
- ❖ Inter-department coordination, specially keeping up with surveyors on Approvals & dealing cases diligently.
- ❖ Organized way of approach towards follow-ups, backups- folders, information stored, details, daily work schedule.
- ❖ Collaborating with Team & working together.
- ❖ Gather motor insurance related information & timely changes.

Certificates

- ❖ edX Verified Certificate: Sustainable Supply Chains and Circularity - [8f09f40f5cc14c93ad7c40e972e34df8](#)
- ❖ edX Verified Certificate : Supply Chain Planning and Strategy - [021ec0e5a70641659ba5596ca8906f86](#)

Computer Proficiency

- ❖ MS Office Skills: Strive & Excel for perfection.
- ❖ SAP & Ariba software

Languages

- ❖ English - Spoken & written (Excellent)
- ❖ Arabic- read & write

Personal Vitae

- ❖ Nationality: Indian
- ❖ Marital status: Married
- ❖ Visa: Husband sponsorship
- ❖ Date of Birth: 18/08/1986