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## OBJECTIVE

I'm a seasoned supply chain professional, who is skilled in sourcing good quality products and acquiring dependable services by the most feasible means.

Expert in development and implementation of procurement policy, Functional SOPs, team management, leading ERP deployments, cost and turnaround time reduction.

# SHEHROZ KALEEM

## EXPERIENCE

### Jun 2021–Present

- Procurement Executive • Al-Jalil Garden, Lahore
  - Mobilize and lead the project procurement cycle of two housing schemes in Lahore Division
  - Procuring all kinds of materials which are needed to build and sustain a serene, spacious and safe gated community from scratch to go-live
  - Managing P2P cycle from requisition to consumption under the direct supervision of Head of Commercial & Operations

### Oct 2020–Dec 2020

- Technical Purchaser • The Knights (Pvt.) Ltd., Islamabad
  - Managed IT purchases for 2 office locations impacting 160+ personnel
  - Formulated the company's purchase policy and SOP for the first time
  - Helped in the deployment of TimeTrax HR management system
  - Setup the company's IT asset storage & testing facility for the first time
  - Reduced up to 30% IT OPEX utilizing internal controls on procurement
  - Harvested written off IT assets and reused them, which in turn led up to 25% reduction in CAPEX
  - Served as a Single Point of contact for all IT related matters
  - Deployed and relocated more than 60% of all IT assets to new offices with complementary troubleshooting
  - On-boarded several source suppliers to supplement the vendor pool
  - Spot buying computer hardware and parts from Rawalpindi & Islamabad markets
  - I did product sourcing, RFQ, vendor onboarding, PO, PRF handling, inventory receipt and issuance
  - Managed the whole P2P cycle for the IT department

### Oct 2015–Aug 2020

- Procurement Officer • Haq's International, Chakwal
  - Rejuvenated the entire procurement function
  - Implemented state-of-the-art iPOS ERP system and entered data from scratch for FBR POS integration project
  - Led buying supplies from 70+ vendors and 9000+ items in real time
  - Carried out monthly internal Procurement audit and reporting
  - Prepared monthly sales tax return' Annex A for input tax, cross-compilation, verification, coordination with suppliers & tax consultant
  - Withheld income tax from vendor invoices & prepared tax challans

- Did cost evaluation analysis and invoice cross verification with procurement contracts and agreed price lists
- Processed vendor invoices and approved payments
- Executed vendor relationship management & contract administration
- Inventory receipt, inspection, storage and issuance
- Supervised 4 direct reporting employees

## EDUCATION

### Virtual University of Pakistan, Lahore

- Bachelors in Business Administration

## SKILLS

★★★★★ Leadership

★★★★★ Communication

★★★★★ Teamwork

★★★★★ Contract Negotiation

★★★★★ Cost Reduction

★★★★★ Strategic Procurement

★★★★★ ERP Power user

★★★★★ Purchase Planning

★★★★★ CAPEX

## REFERENCES

Available upon request.