

Shehroz Kaleem

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Chakwal, Pakistan

Willing to relocate anywhere

Who am I?

I'm an ambitious procurement specialist having more than 5 years of experience of sourcing and buying good quality products and acquiring dependable services by the most feasible means.

What I'm looking for?

I'm a go-getter, so I look forward to join a world class & forward thinking organization for my next aspiring role.

What's inside my skillset?

I'm a natural leader, so I can manage teams and can effectively divide or segregate the job in small tasks.

I can reduce cost, negotiate, source and do vendor management. I can find & onboard suppliers from around the globe. I can pitch and effectively communicate needs and demands to vendors.

I'm skilled in demand assessment, purchase planning, RFx development, purchase ordering, follow ups, cost comparisons, reporting, policy enforcement, workflow development, asset management, CAPEX, OPEX

What tools that I can use?

Ariba, ERP systems, Google Workspace, Linux, Microsoft Excel, Microsoft Outlook, Skype, Trello

What languages I can understand?

English, Hindi, Punjabi, Urdu

What work experience do I have?

Technical Purchaser

The Knights (Pvt.) Ltd.

Islamabad, Pakistan

Oct 2020 - Dec 2020

- Managed IT purchases for 2 office locations for 160+ personnel
- Developed their purchase policy and SOPs for the first time
- Helped in implementation of TimeTrax HR management system
- Setup their proper IT asset storage and testing facility for 1st time
- Reduced IT OPEX by 30% using proper procurement techniques
- Harvested their written off IT assets and its reuse, which in turn led to reduction in CAPEX by 25%
- 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 vendor pool
- Spot buying computer hardware and parts from Rawalpindi & Islamabad markets
- I did product sourcing, RFQs, vendor onboarding, PO, PRF handling, inventory receipt and issuance
- Managed whole P2P Cycle for IT department

Procurement Officer

Haq's International

Chakwal, Pakistan

Oct 2015 - Aug 2020

- Rejuvenated the entire procurement function
- Implementation of state-of-the-art iPOS ERP system and data entry from scratch for FBR POS integration
- Led buying supplies from 70+ vendors and 9000+ items in real time
- Carried out monthly internal Procurement audit and reporting
- FBR e file Sales Tax Annexure A preparation, cross compilation, verification and coordination with all suppliers and tax consultant
- Deduction of withholding taxes from vendor invoices & challans
- Complete cost evaluation analysis and invoice verification with procurement contracts and agreed price lists
- Vendor invoice processing and approval for payment
- Entire vendor relationship management plus contract administration
- Inventory receipt, inspection, storage and issuance
- Supervision of 4 direct reporting workers

What formal education do I have?

Bachelor of Business administration

Virtual University of Pakistan