

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 in sourcing and buying good quality products and acquiring dependable services by the most feasible means.

What am I looking for?

I look forward to joining a world-class & forward-thinking organization for my next aspiring role.

What's inside my skill matrix?

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

I can reduce costs, 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-up, cost comparison, 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 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

Procurement Officer

Haq's International

Chakwal, Pakistan

Oct 2015 - Aug 2020

- 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

What formal education do I have?

Bachelor of Business Administration

Virtual University of Pakistan