

Shehroz Kaleem

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Chakwal, Pakistan

Willing to relocate anywhere

Who am I?

I'm a seasoned procurement specialist, experienced 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 people 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, spot buying, RFx development, purchase ordering, follow-up, cost comparison, reporting, policy enforcement, workflow development, asset management, CAPEX, OPEX

What tools that I can use?

SAP Business One, Ariba, ERP systems, Google Workspace, Microsoft Excel, Teams and Outlook, Trello, Linux

What languages I can understand?

English, Urdu and Punjabi

What formal education do I have?

Bachelor of Business Administration
Virtual University of Pakistan (2014)

What work experience do I have?

Senior Procurement Executive

Chinoy Engineering & Construction (Pvt.) Ltd.

Lahore, Pakistan

Aug 2024 - current

- Project Procurement for the permanent accommodation camp site of Reko Diq Mining Company (Pvt.) Ltd.
- Directly reported to CEO
- FIPP Act 2022 compliance, process management of Zero Rating
- Product sourcing, vendor prequalification, onboarding process management, background check
- Responsible for SAP B1 Implementation, S2P process, internal & external stakeholders' liaison

Assistant Manager Purchase

Shahid Builders (Pvt.) Ltd.

Lahore, Pakistan

Nov 2023 - Jun 2024

- Lead purchase team in supply chain department
- Directly reported to Director Projects
- Was responsible for S2P process, internal & external stakeholders' liaison, functional reporting and dashboards

Senior Procurement Executive

Al-Jalil Developers

Lahore, Pakistan

Jul 2023 - Nov 2023

- Being promoted for exceeding goals and supporting company culture
- Reduced pendency of PR backlog to less than 2%

Procurement Executive

Al-Jalil Developers

Lahore, Pakistan

Jun 2021 - Jun 2023

- Lead the project procurement cycle of 2 housing schemes in Lahore Division
- Was responsible for getting all kinds of materials & services which were needed to build and sustain serene, spacious and safe gated communities from scratch to go-live
- Managed P2P part out of requisition to consumption cycle under the direct supervision of Head Commercial & Operations
- 2 times revised company's Procurement SOP & policy to align with market dynamics and company's vision for continuous excellence
- Lead ERP Rollout and trained junior staff including new joiners
- Cost Saving of worth PKR 23,608,619.96 in First 6 months after I joined the company in assigned portfolio

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
- 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 employee