

# Shehroz Kaleem

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Chakwal, Pakistan

Willing to relocate anywhere

## Who am I?

I'm an ambitious procurement specialist, having more than 6+ 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 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?

Ariba, ERP systems, Google Workspace, Linux, Microsoft Excel, Teams and Outlook

## What languages I can understand?

English, Hindi, Punjabi, Urdu

## What work experience do I have?

### Procurement Executive

#### Al-Jalil Developers

Lahore, Pakistan

Jun 2021 - current

- Mobilize and lead the project procurement cycle of 2 housing schemes in Lahore Division
- Getting all kinds of materials & services which are needed to build and sustain a serene, spacious and safe gated community from scratch to go-live
- Managing 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
- Leading ERP Rollout and to train junior staff including new joiners
- Cost Saving of worth PKR 23,608,619.96 in First 6 months after joining 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
- 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

## What formal education do I have?

Bachelor of Business Administration

Virtual University of Pakistan