

Shehroz Kaleem

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Summary

I'm a dynamic professional, currently seeking a work opportunity at a prestigious organization. I have the ability to perform in a professional manner while maintaining high levels of accuracy and efficiency under pressure. I have the track record of consistently meeting performance standards and achieving goals. My objective is to handle responsibility and challenging work culture which would develop my skills matrix. I want to be a part of an environment, which promotes team effort and provides opportunity for a value based growth while making a significant contribution to the organizational goals.

Skills

Analytical, Attention to Detail, Client Confidentiality, Cold Calling, Effective Communication, Conflict Resolution, Coordination, Cost Cutting, E-Procurement, Business Email, ERP Power user, Inventory Management, Microsoft Word, Microsoft Excel, Microsoft Outlook, Negotiation, Organization, Procurement, Purchase Ordering, RFQs, RFPs, RFIs, Strategic Planning, Strategic Sourcing, Stress Management, Teamwork & Vendor Management.

Experience

Technical Purchaser

The Knights (Pvt.) Ltd.

Islamabad, Pakistan

Oct 2020 - Dec 2020

This was a project based contractual assignment

- Main focus on Capex, Spare parts & Maintenance services related to IT
- Conduct industry research to identify potential suppliers
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Assess supplier performance like quality, cost, delivery, service
- Enter order details (e.g. vendors, quantities, prices) into internal databases & worksheets
- Maintain updated records of PRFs, RFQs, purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor and maintain stock levels, ensure proper storage and place orders as needed;
- Issuance of procured inventory and products to internal customers
- Provide Tier 3 & Tier 4 IT Support as needed to internal staff
- Identify and eliminate waste and/or variability in the supply chain

Procurement Officer

Haq's International

Chakwal, Pakistan

Oct 2015 - Aug 2020

My job was to forecast the level of demand for services and products, I kept a constant check on stock levels, conducted research & procured the best products and supplies in terms of best value, delivery schedules and quality, liaised between suppliers & relevant internal departments, built and maintained good relationship with new and existing suppliers. I negotiated and agreed contracts on behalf of management, monitored the quality of service provided, processed vendor payments and invoices, kept contract files and used them as reference for the follow ups.

Education

Bachelor of Business Administration

Virtual University of Pakistan

Languages

Urdu, English & Punjabi

Currently in Chakwal, Pakistan