

Shehroz Kaleem

+92.333.537.1083

me@shehroz.pk

linkedin.com/in/shehrozkaleem

Chakwal, Pakistan

Willing to relocate anywhere

Who am I?

I'm an ambitious 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?

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