





JAVERIA WAJID ALI

 (971) 50 4291217
 javeriawajidali@gmail.com

PROFILE

5+ Years of experience in procurement and logistics with the ability to ensure business commercial interests optimization through contract drafting, finalization and management via Letter of Credit terms expertise of handling LCs' worth more than USD Ten Million.

Now looking for a new and challenging position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

EDUCATION

Masters of Business Administration

2014 - American Liberty University
United Arab Emirates
Human resource Management
GPA 3.6

Bachelors of Business Administration

2011 - Preston University
United Arab Emirates
Marketing
GPA 3.8

AS Level, Commerce

2008 - The Oxford School, Dubai
United Arab Emirates

Certificates

- IELTS (7.5)

LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Hindi (Fluent)
- Punjabi (Basic)

EXPERIENCE

Graphic Designing, Content Creation and Social Media Management

FREELANCE

January 2022- Present

Procurement & Commercial Manager

AL YAMAMA COMPANIES- Al Yamama Pile Foundation

June 2019 - November 2021

- Research and evaluate prospective suppliers.
- Maintain and update supplier information such as registration certificates, commercial Licenses and VAT certificates etc.
- Record all details for all tenders, contracts, purchase requisitions and purchase orders in a purchasing database and follow through each with association of appropriate departments.
- Direct the development of formal and informal bids response and RFP/RFQ processes and coordinates compliance with legal standards.
- Manage communications with and between prospective bidders, vendors.
- Assist in the online governmental contract bid systems, and the ERP system which includes purchase orders and requisitions.
- Sound knowledge of procurement process, able to generate PO's and work as a support function for procurement team whenever required to take care of routine daily work.
- Develop and sustain long-standing relationships with company-approved vendors.
- Maintain timely tracking of the entire procurement process capturing all the stages like PR, RFQ/RFP sourcing, Evaluation, contract signing, PO issuance and delivery date.
- Create and handle contracts with suppliers and partner companies.

- Negotiate new projects and contract terms with multiple parties.
- Attending networking events and meetings in order to facilitate business growth.
- Oversee branding and marketing endeavors to ensure all efforts are aligned with business goals.
- Working to strategically expand, preserve or improve procedures, standards or policies whilst sticking to regulatory guidelines.
- Carrying out the complete end-to-end supply chain process such as the procurement process starting from analyzing client requirements, Vendor selection, cost & price analysis, quotation comparisons, preparing commercial offers to arranging the material purchase, logistics and following through final payments to all parties.
- Manage freight assignments for various assigned regions and monitoring delivery times to ensure diligence.
- Develop and maintain professional relationships with all suppliers and prepare reports for all purchasing departments and provide support to all managers to plan and execute all purchasing processes and provide an effective interface with all departments.
- Handle Logistics tasks to the full extent through supervision of a team comprising of 4 members.
- Draft Comparison reports & presentations for budget, cost, pricing & freight factors for management approval. And present the best options with reasoning for selection.

Purchase Officer (Interior Fit-Out)

GRANADA DECOR

February 2015 - September 2018

- Negotiate and maintain approved prices and manage the correspondence and files
- Procurement of raw material from local/national market.
- Prepare BOQ, LPO, Notes and Invoices.
- Planning and monitoring delivery schedules & Transportation.
- Responsible for Order Placement Timing, Supply/Demand Alignment.
- Ensure the adequate supply of all required materials, components and equipment.
- Manage the procurement/supplier relationships for the company.

Customer Service Officer- INTERNSHIP

KENTESEA

July 2011 - October 2011

- Answering and responding to inbound customer calls.
- Processing orders via call and customer service chats.
- Processing Online payments & refunds if required.
- Responding to customer emails and live chat inquiries.
- Resolve customer complaints and issues.
- Letting customers or clients know about additional products or services.

AREAS OF EXPERTISE

LC (Letter of Credit)	Supplier Relations
SAP	Project Management
ERP	Procurement
Tender Evaluation & Documentation	Contracts
Vendor Management	MS Office
Social Media Management	Logistics
Negotiations	INCO Terms
Import Export Documentation	Incoming & Outgoing Shipments
Bid Participations	Estimation
Cost & Pricing	Sourcing

PRODUCTS PROCURED INCLUDE

- | | |
|--|---|
| <ul style="list-style-type: none">• Tie-Rods & Accessories• MS Steel Plate• Vibro-Hammers & Spare parts• Cranes and Spare parts• Steel Pipes;• Electrical Consumables• Water Treatment Pumps• High-scale printer and consumables• Spare-parts for heavy machinery• Cleaning Solutions• Cleaning Equipment; Machinery; Accessories• Disinfection Machines• Industrial Kitchen Machinery• Tyres for Heavy Machinery• Wood (Dunnage; client specific etc.)• Cement | <ul style="list-style-type: none">• Chinese Kitchen Machinery• Wooden Frames• Oil and Lubricants• Uniforms• Restaurant & Hotel Consumables• Cutlery, Cookware & Bakeware for Industrial kitchens• Dry Food• Filters of various specifications• Galvanized Iron Coil• Construction Machinery• Catering Equipment• Sweeping Machinery• Steel and PVC Pipes• Valves• Water Bottle Filling Line• Electronics |
|--|---|

PROCUREMENT PROJECTS & INQUIRIES HANDLED TO, FROM AND THROUGH VARIOUS COUNTRIES INCLUDING SOME OF THE FOLLOWING:

- › United Arab Emirates
- › Turkey
- › Iraq
- › United States
- › India
- › Oman
- › Saudi Arabia
- › China
- › Lebanon

HANDLED THE FOLLOWING PROCUREMENT PORTALS/APPROVED VENDORS FROM REGISTRATION TO SUBMISSION:

ARIBA	PETRONAS	BASRAH GAS COMPANY
LUKOIL	PETROFAC	DEWA
EXXONMOBIL	DRAGON OIL	ANTON
SAIPEM	KBR	HYUNDAI HDGSK JV
UN	RUMAILAH	

PERSONAL DETAILS

Driver's License: Valid (U.A.E)
Visa Status: Residential

Nationality: Pakistan
Residence Location: Ajman, United Arab Emirates

REFERENCES

References can be furnished upon request.