

H.M. Zafar

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CERTIFIED SR. PROCUREMENT PROFESSIONAL

Achievements:

- A dynamic senior procurement manager with extensive procurement operations experience.
 - A competent strategist capable of developing innovative plans and activities designed to facilitate competitive and profitable growth, proven track record of significantly reducing costs, improving an organisation processes and corporate purchasing functions securing the best quality, price and terms from suppliers.
 - Possesses excellent interpersonal, communication and negotiation skills, the ability to influence decisions and to develop positive relationships both internally and externally.
 - A certified procurement manager from the American Society of Purchasing Professional, (Enrolled for CIPS-UK Certification course in DPS Level 4)
- ❖ Now looking for a new and challenging senior position, one that will make best use of existing abilities, knowledge & also further my career and professional development & become a supply chain management executive.

CAREER PROGRESSION

Now an Entrepreneur cum Stock Investor since Nov 2019.

WORK EXPERIENCE

Procurement Head since May 2016 till Aug 2019 with Super Galaxy Technical Services – Dubai.

To develop new procurement strategies by carrying out market analysis to get the best purchasing deals. This involves acquiring goods and services at favorable prices., analysing sales patterns and inventory levels of existing stock, and staying up-to-date on market changes / trends that can affect the supply and prices of goods. Also responsible for preparing and processing purchase orders in accordance with organization's policies and procedures & also overseeing the operational services to make sure smooth functioning with effective service that meets the expectations & needs of customers without any lapse.

Sr Procurement Manager since Aug 2009 till Feb 2016 with Cumberland Intl, part of Hitachi Zosen Corporation, Dubai.

Responsibilities:

- Managing the Procurement team for the supply of all procured items & services.
- Negotiating price and terms of products with suppliers to meet and outperform individual project requirements.
- Managing, developing & improving the purchasing team.
- Adhering to all company policies with particular regard to accounting procedures.
- Reviewing all contracts/agreements to achieve 'best price/best quality' purchasing.
- Preparing & processing requisitions, purchase orders & invoices for purchases.
- Maintaining records of supplier contracts, agreements, goods ordered received.
- Managing vendor relationships and building effective supply chain partnerships.

- Keeping track of inventory, reducing inventory by a substantial amount to reduce wastage & cut costs.
- Additionally, responsible for the development of key strategy for the Global Direct Sourcing Function. (Centralized Purchasing Strategy)

Making sure that the purchasing department works within all of the Companies Operational Procedures in liaison with other departments. Also ensuring the smooth supply of material, consumables and equipment as per the project specification in the field of Mechanical, Electrical & Instrumentation by working closely with the selected supplier and managing the procurement activities.

Enjoyed being part of, as well as managing, motivating, training and developing, a successful and productive team and thrives in highly pressurised and challenging working environments.

Client & Project Experience :-

- ❖ Qatar Petroleum - Gas Sweetening : Client : Petrofac.
- ❖ SWCC -Saline Water Conversion Corporation Yanbu – Al Gihaz Holding – Saudi.
- ❖ Shell Eastern Petroleum (Pte) Ltd, Singapore -
- ❖ Total E & P Myanmar Yadana Subsidence Project,
- ❖ Barzan Onshore Project – Ras Gas Co : Client : JGC Corporation – Japan.
- ❖ Ras Abu Fontas A3 reverse osmosis project for QEWEK through TTCL
- ❖ MIRFA IWPP for ADWEA through Hyundai Engg & Consts Co Ltd
- ❖ Jhangkrik Complex Project – FPU for Eni Muara Bakau B.V (PT Saipem - Indonesia)
- ❖ Baronia Project through Hyundai with client Petronas
- ❖ Prai – CCGT Power Plant Project - Malaysia Client Samsung C & T
- ❖ Umm Lulu Phase II for ADMA-OPCO through Technip & NPCC
- ❖ SHOAIBA II CCPP PROJECT - SEC : Client : Daelim – Korea.
- ❖ Sharjah Electricity and Water Authority
- ❖ Veolia Water Technology – Al Wathba & Allahamah Electro Chlorination Plants
- ❖ ADMA-OPCO Integrated Gas Development Project – Client : NPCC – Abu Dhabi.
- ❖ ADMA-OPCO : Electrochlorination Package : Client : J. RAY Mc DERMOTT – Dubai,
- ❖ Shuweihat S2 IWPP – Ruwais Power Co – Client Doosan Heavy Ind & Const – Korea.

Procurement Manager with ALMCO Group, Dubai from 2008 – 2009.

ALMCO Group is an international organization with headquarters in Baghdad, Iraq & regional office in Dubai, where variety of construction, renovation and demolition, Design/Build, and life support projects throughout Iraq as part of the overall Iraqi Reconstruction efforts & serving to the clients like KBR, CH2MHILL, US Army / Navy, department of Defence, Marine Corps, Tetra-Tech Inc, Amec, Washington Group Intl etc.

- + By sourcing locally & globally as per the projects requirements & providing top notch service to all these clients from Dubai.
- + Work with multiple vendors to determine the best deals for the company, and have to evaluate the many pros and cons of each, based on price, quality, speed of delivery and other factors.
- + Working with suppliers to create the best deals by negotiation skills.

Assistant Procurement Manager, 2004 till 2008.

MGT Group (International Co.), Dubai,

Started as Buyer then Senior Buyer from 2004 – 2006.

- + Dealing with oil field related items.
- + Independently dealt with various Organisations i.e., KBR, PAE Group, & most of the Government Oil Field Companies in Libya, Sudan, Yemen, Pakistan, etc. UNICEF, WFP,

UNESCO UNMIS, UNOPS, UNAMA, UNMIL, Relief Agencies, US Army, Sourcing locally & internationally as per the client's requirement.

- + **Independently handled the Sudan Territory & in direct contact with the Clients.**
- + **Capability to handle the overall management of the procurement / purchasing department.**
- + **Assess and evaluate purchasing system and procedures, recommend and implement improvement. Develop, implement and enforce purchasing policies and procedures.**
- + **Conduct value analysis whenever possible to make certain that the purchasing function fulfilled at the lowest possible cost. Record keeping methods and procedures, budgetary practices and procedures.**
- + **Research & develop new sources from around the globe to cut cost, improve quality and delivery.**
- + **Tender management, negotiation and preparation of contracts.**

Customer Service Executive – 2003 – 2004.

Hilti Corporation – Dubai

Handling Customer Queries / Making Quotations & Order Processing, follow ups.

Marketing Executive -- 2000 to 2003, Technical Parts Company, (Bhatia Group) – Abu Dhabi.

- + **Dealt with technical equipments & machinery and represented the company to the major European & US manufacturers for Construction, Oil & Gas Industries. (Safety Products, Lifting Equipment, Pipes & fittings, Valves, Tubings/Casings, etc).**
- + **Provided excellent service in quality & value to the customers at their satisfaction level.**

Assistant Administrator --- 1997 to 2000, Technical Parts Company, (Bhatia Group) Abu Dhabi.

Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

EDUCATION

**CPP & CPM - Certified from American Society of Purchasing Professionals - 2012
& enrolled for CIPS certification in Diploma in Procurement & Supply Chain UK for level 4.**

**Master of Business Administration, The International University-USA (Dubai) 2002
Bachelor's Degree in Science, India (The Hindu College – Nagarjuna
University, AP) - 1996**

Diploma in Computer Applications - 1996

LANGUAGES

English, Hindi, Urdu, Telugu, Tamil languages & Arabic (manageable)

PERSONAL DETAILS

Nationality: Indian

Date of Birth: 27th July 1976

Marital Status: Married & blessed with 3 Children

Driving License: Valid UAE Light Vehicle & Indian LMV

Skype : zafarhm

REFERENCE

Available upon request