

# HAIDER BASHIR



## Contact

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## Technical Skills

SAP  
Oracle  
SQL  
C++  
C#  
Microsoft Office  
Microsoft Visual Studio

## Education

**Malaysia University of Science and Technology,**  
**Petaling Jaya, Malaysia.**

*B.Sc. (Hons) Telecommunication with Business Management*  
(3.36 CGPA)

**British Council Lahore,**  
**Lahore, Pakistan.**

*A-Levels*

**Customs Public School Systems,**  
**Lahore, Pakistan.**

*O-Levels*

## Academic Projects

University Library System  
(Developed in C++)

Excel Spreadsheet (Developed in C++)

Attendance Calculator (Developed in C#)

## Career Objective

Dynamic and motivated professional with a proven record of building relationships, managing projects, designing impactful strategies, and delivering on goals efficiently. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges. Adaptable and transformational leader with an ability to work independently and in a team.

## Skill Highlights

- Project Planning & Scheduling
- Hands-on experience of SAP and Oracle
- Command on SQL, C++, C#
- Analyze critical paths and determine Earned Value Analysis
- Devise cost efficient solutions working under budgets
- Proactive and confident with strong influencing skills
- Event Management skills
- Organized and goal oriented
- Strong negotiator
- Strong communication skills
- Able to work under pressure
- Strong decision maker
- Agile problem solver
- Leader and a team player
- Detail oriented and pragmatic
- Develop workflow structure and activity codes
- Excellent analytical skills

## Experience

### Tyloz Building Cleaning

#### Procurement Manager (Jun 2021 – To Date)

- Responsible for managing end-to-end procurement operations including but not limited to identifying potential vendors, sourcing vendors, negotiating prices and finalizing contracts
- Review vendor contracts and local purchase orders (LPOs)
- Management and mapping of day-to-day operations and business processes by developing standard operating procedures and company's procurement strategy
- Management of warehouse operations, review product and material specifications and supervise inventory management
- Develop relations with clients and vendors for seamless service delivery
- Develop supplier management plans, purchasing strategy and risk mitigation strategy for the department
- Forecast supply needs and develop departmental budget
- Hiring of procurement and warehouse staff
- Supervising employees in their day-to-day activities

### Urban Plus Technical Services

#### Procurement Manager (Oct 2020 – May 2021)

- Conducted staff performance reviews, setting objectives, and identifying employee training requirements
- Controlled workflow management and order cycle
- Actively managed subcontractors to ensure they perform in line with their contractual agreements
- Conducted crime and loss investigations into missing stock and loads
- Planned day-to-day activities
- Reviewed and processed the invoices submitted by vendors
- Ensured the efficient running of administration and office procedures
- Monitored and tracked the flow of goods into the warehouse

## Achievements

- Awarded Employee of the month for straight 4 months
- Earned a promotion from an entry-level position to specialist and later to IT/Network Admin in a very short period
- Successfully completed major systems update within a tight one-month deadline
- Roll of Honor student for almost every semester
- Dean's Teacher Assistant for final year during Bachelor's

### **Sciencetech (Branch of Easa Saleh Al Gurg)**

#### Senior Procurement Executive (Sept 2018 – July 2020)

- Managed logistics for two projects simultaneously
- Managed a fleet of 100+ vehicles per project.
- Managed manpower of over 300 labors.
- Planned day to day activities along with keeping the final result achievable
- Running of site office without any hindrance
- Being a single point of contact for consultants and contractors
- Liaison between Quantity Surveyor and vendors
- Overseeing all inventory to establish equilibrium in logistics and purchasing supplies
- Reviewed equipment orders, ensure supply is met and consider the manufacturing process
- Prepared and manage purchase orders to meet audit requirement
- Reviewed the invoices submitted by vendors.

### **Technical and Trading (Branch of Easa Saleh Al Gurg)**

#### Procurement Officer (Oct 2016 – Sept 2018)

- Assisted and managed dispatching of orders
- Contacted vendors to obtain price quotes and performed negotiations
- Followed-up on delivery schedules, payment delays, and invoice queries
- Assisted in preparing and managing documentation internally/by subcontractor
- Ensured accessibility, traceability and accuracy of documents
- Controlled workflows management and documents distribution

### **United Bank Limited Insurers**

#### IT/Network Administrator (Mar 2014 – May 2016)

- Provided technical support for managed security services, infrastructure, management, and sales groups
- Performed firewall migration projects between different technologies
- Network Administrator for Internet gateway routers and switches
- Strong grasp of computer security, assorted operating systems, numerous applications and mixed platforms
- Direct dealing with the vendors for the equipment on behalf of the company
- Installing and configuring computer hardware operating systems and application
- Budgeting for equipment and assembly costs
- Maintaining existing software and hardware and upgrading any that have become obsolete
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults

### **Malaysia University of Science and Technology**

#### Teacher's Assistant (Sept 2012 to July 2013)

- Assisting candidates of Business, Mathematics and Foundation Mathematics
- Preparing lectures, notes, guidelines for students
- Delivering lectures after class and providing further assistance if required