



SAMIRA NAFEES

BIOGRAPHY

To work in organization where I can further Strengthen and develop my skills, potential and talent towards achieving targeted goals and setting objectives and competitiveness – I welcome challenge.

ABOUT ME



Academic Level
degree-bachelor



Age
33-37-years



Salary
3896



Gender
female



Industry
other

EDUCATION

2004 - 2006
BACHELOR OF
COMMERCE
UNIVERSITY OF
KARACHI

WORK EXPERIENCE

2019 - Present
PROCUREMENT
ENGINEER
TSI INTERNATIONAL
FZE

- Listened to clients needs and assisted with identifying and security services.
- Offered every client knowledgeable and supportive assistance and build loyalty.
- Enhanced client satisfaction ratings by resolving difficult custom completion.

2016 - 2018
PURCHASE
SPECIALIST
CARGO N CARGO

- Received & Reviewed department supply requisitions and placed orders based on need and available funds.
- Collaborated with management to assess materials needs and look for improved options to better meet changing demands.
- Sought out and evaluated vendors, negotiated prices and completed contracts.
- Negotiated preferred terms and conditions for company to achieve significant savings.
- Decreased sourcing costs through negotiation and demand management.

2014 - 2016
LOGISTICS
COORDINATOR
CASUAL SPORTS
WEAR

- Relayed information between drivers and recipients, including ETA and potential delays.
- Determined appropriate licensing requirements and product classification for import and export shipment.
- Coordinated with freight forwarders to expedite international shipments.
- Logged processed and followed up on merchandise authorization shipments in databases.
- Cultivated carrier relations and tracked financials to verify optimum performance.
- Assessed proposed changes

CONTACT



971528022742



samirahum808@gmail.com



Sharjah, Sharjah, United Arab
Emirates

EXPERTISE

Diploma in
Computer
Information
Technology.

ERP

LANGUAGES

ENGLISH
Proficient

URDU
Proficient

HINDHI
Proficient

SKILLS

communicat
ion

MARKET
ANALYSIS

negotiation

SUPPLIERS
RELATIONS
HIP

Team Work

for potential impacts to region, including driver capacity and overflow. • Conducted research on logistic operations, including literature interviews and site visits. • Worked with vendors to obtain optimal prices and delivery schedule. • Obtained and Coordinated materials required to meet contract.

2010 - 2014
LOGISTICS
ASSISTANT
SYNERGIES
SOURCING
PAKISTAN (PVT.)
LTD.

• Managed daily inventory counts to keep system accurate. • Received invoice payment, handled deposit and reconciled account. • Generated tracking reports each day on metrics such as and open bills. • Strengthened operational efficiencies by developing organization for invoices, customer orders and contract records.

communication

MARKET ANALYSIS

negotiation

SUPPLIERS RELATIONSHIP

Team Work

PORTFOLIO



PROCUREMENT & LOGISTICS
ENGINEER ROLE

Portfolio URL:

<https://www.linkedin.com/in/sami-ra-nafees-794901210>