

# **Irfan Shaheen**

## **Head of Procurement**

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### **OBJECTIVE:**

A solution orientated Procurement manager who can formulate and drive a consistent approach towards all sourcing, purchasing and tendering activities, to ensure value for money is maximized and cost savings generated. An expert at delivering individual solutions to specific problems, something done by combining ingenuity and integrity. Ensuring that all purchasing activities support and strengthen the strategic objectives of the overall organization. Ability to analyze and understand vast amounts of data. Developing and managing a procurement department. Positive, confident and friendly demeanor with high level of integrity. Confident in presenting to decision makers in both public and private organizations.

### **WORKING EXPERIENCE:**

**Company** : **Complete Performance Project Management(CPPM)**  
**POSITION** : **Admin/Office/Procurement manager**  
**Location** : **Dubai, U.A.E**  
**Duration** : **Sep 2020 till present**

### **Duties & Responsibilities Held**

- Acted as a point of contact between the company and suppliers
- Identifying potential suppliers based on project requirements
- Negotiated contracts, terms and deadlines with vendors and suppliers
- Monitor and update relevant departments regarding price fluctuations of goods and vendor pricing
- Managed an efficient flow of goods to ensure optimum production
- Processed purchase orders to acquire goods
- Working closely with the legal department to ensure contract terms are favorable to the company
- Attended meetings with the legal team, engineering team, vendors and suppliers
- Coordinate with IT department on all office equipment
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Manage contract and price negotiations with office vendors, service providers and office lease
- Manage executives' schedules, calendars and appointments
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and staff transfers
- Ensure office efficiency is maintained by carrying out planning and execution of equipment

procurement, layouts and office systems

- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Perform review and analysis of special projects and keep the management properly informed
- Determine current trends and provide a review to management to act on
- Responsible for recruiting staff for the office and providing orientation and training to new employees
- Ensure top performance of office staff by providing them adequate coaching and guidance
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise
- Participate actively in the planning and execution of company events
- Responsible for developing standards and promoting activities that enhance operational procedures

**Company** : **OBS Green PVT LTD (OBS Pakistan Pvt Ltd)**  
**POSITION** : **Deputy Procurement manager**  
**Location** : **Karachi, Pakistan**  
**Duration** : **May 2020 till Sep 2020 (5 months)**

#### **Duties & Responsibilities Held**

- Managed overall direction, coordination, and evaluation of procurement for the facility
- Implemented procurement strategies to maintain security of supply and optimum value for money
- Performed all procurement and contracting activities including pre-qualification, tender management, negotiation and preparation of contracts
- Implemented policy and guidelines for delivering commercial and cost-effective procuring process for the business
- Developed key relationships with business stakeholders and strategic supply partners to improve business
- Implemented change and develop new processes to better procure goods and services
- Negotiated contracts with suppliers to obtain best price and service
- Identified cost reduction opportunities to achieve financial goals
- Analyzed market and delivery trends so as to develop procurement technologies and processes that support those trends
- Identified areas for improvement to continually drive performance and business results
- Conducted business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost down and improvement opportunities
- Reviewed current processes for procurement and make recommendations where appropriate
- Provided periodic reporting for management on purchasing, controls and processes

**Company** : **Tranzone FZCO**  
**POSITION** : **Head of Procurement/Facility manager**  
**Location** : **Jabel Ali, Dubai, U.A.E**  
**Duration** : **Sep 2012 till Oct 2019 (7 years 1 months)**

### **Duties & Responsibilities Held**

- Purchase Order creation, delivery follow-up and finalizing the contract orders.
- Negotiating with Local & International suppliers for the craft price discount payment terms and conditions.
- Coordinating with Dubai customs to clearing the import shipments.
- Leading procurement teams with daily activities.
- Researching and Identifying new vendors, suppliers from worldwide market.
- Monitoring procurement budget and costing of the goods requirements.
- Resolving disputes and claims with suppliers.
- Familiar with Civil, Consumables, Office stationery, furniture's, Home Decorative and interior design materials.
- Coordinating with warehouse team to ensure stock availability of the goods requirements.
- Reporting the higher management with weekly purchase summary reports.

### **Supply Chain Management:**

- Maintaining a strong communication chain between the different divisions in order to receive inquiries about status of materials, requisition, dispatch information and delivery status.
- Liaising with vendors for maintaining a smooth supply chain for delivery of necessary services & consumables for the warehouse.

### **Procurement Planning & Management:**

- Make sure all the purchases are done by SOP concerning company is purchasing guidelines.
- Setting out minimum & maximum Quantity reorder levels to maintain inventory level at its lowest to avoid wastage of materials that in turn helps in good cash flow (Accounts Dept.), As well as to have adequate stock of materials for operational requirements.
- Possess Strong interpersonal and negotiation skills
- Prepare monthly procurement reports.
- Identify savings/improvement opportunities and solve challenging technical, process-flow and resource-limitation problems.
- Implement appropriate and effective sourcing strategies in the areas of materials, supplies and services.

### **Vendor Development:**

- Developing & coming up with a new vendor in line to the organization which leads to cost saving in procuring activity.
- Sourcing & coordinating with vendors for quality & delivery of stocks in scheduled time.
- Verification of Physical Stock with System Stock.
- Auditing quarterly/yearly Stock verification and making reports accordingly.
- Maintaining Inventory level at its minimum for better cash flow in organization.
- Ensuring adequate stock of materials is there for smoother operation.

### **Contract/Commercial Management:**

- Evaluation of contractor's bids, techno-commercial discussion & finalization of contract.
- Co-ordinate with vendor and user departments for smooth flow of operation.
- Prepare budgets & ensure that the same is not exceeded.

### **Special Projects:**

- Designed & constructed ventilation room for storing liquid nitrogen gas for storing vaccines.
- Designed & constructed Value-added service room for doing various tasks.

**Company** : **Tranzone FZCO**  
**Position** : **Accountant/Procurement Officer/Facility management**  
**Location** : **Jabel Ali, Dubai, U.A.E**  
**Duration** : **July 2009 to Sep 2012 (3 years & 2 months)**

### **Duties & Responsibilities Held**

- Preparing bankbooks & reconciliation with the bank on daily basis.
- Handling accounts until finalization.
- Interact with internal and external auditors in completing audits.
- Preparing budget & forecasts for the shareholders.
- Preparing management reports for the higher management including the loan facilities by the banks.
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Handling all the day-to-day routine work of the office.
- Invoicing the customers for the warehouse & logistics charges paid.
- Using BAAN ERP software.
- Assigned responsibilities for handling complete procurement department.
- Purchasing material for inventory and non-stock items for branches and customer orders.
- Prepare & review Purchase orders and faxing and/or EDI over to vendors.
- Resolving errors on purchase orders as required.
- Reviewing reports for stock outs and expediting open orders.
- Monitoring price increases and communicating changes as necessary.

**Company** : **Hashoo Group of Companies**  
**Location** : **Dubai, UAE**  
**Position** : **Accounts Officer**  
**Duration** : **May 2006 to June 2009 (3 years & 1 month)**

### **Duties & Responsibilities Held**

- Preparation and posting of various journals, ledgers and accounts, analysis and presentation of financial data
- preparation of financial statements and expenditure reports till finalization of accounts, review and approval of various vouchers and invoices for payment
- Allocation of funds to various accounts or functions, and other similar activities.
- Preparing documents for LC.
- Preparing financial statements, expenditure reports, and other information concerning financial requirements.
- Making wire transfers & reconciling monthly bank statements.
- Maintains various ledgers, journals, registers and other fiscal records;
- Review and processes expense vouchers, invoices, and other fiscal documents for payments.
- Determines payroll requirements; maintains payroll data; prepares and processes monthly

payrolls.

- Preparing Debit & Credit notes for related parties.
- Reconciling related parties accounts.

**Company** : Zarco Exchange Company  
**Position** : Operations Executive  
**Location** : Lahore, Pakistan  
**Duration** : April 2005 to April 2006 (1 year)

### **Duties & Responsibilities Held**

- Handled Western Union home remittance sales.
- Implemented strategic plans to maximize revenues.
- Developed and implemented competitive strategies to generate sales.
- Developed & expanded market share of Western Union Home remittances to increase short and long-term profits & incremental revenue.
- Efficiently managed branches, customers operations and sales functions by using company developed ERP tool.
- Analyzed current growth rate of company and planned new strategy laid for expanding the business of the company.
- Used various IT tools in order to resolve problems.
- Promptly solved issues and increased customer satisfaction level.
- Identified opportunities, researched new sale possibilities, collaborated with network team and developed locations in different territories to offset competitors.
- Also rolled out locations as well as played a significant role in long-term planning, including an initiative geared toward operational excellence.

### **EDUCATIONAL QUALIFICATION:**

- **B. Com - Majors in accounts & computers (2002-2004) (Pakistan)**
- **Certified Purchasing Professional (2015) (United Arab Emirates)**
- **PMP - Project management (2016) (United Arab Emirates)**
- **MCIPS – CIPS (United Arab Emirates) (Ongoing)**

### **TRAININGS AND TECHNICAL CERTIFICATIONS:**

- **Certificate in Accounting and Finance (Specialized in Peachtree, QuickBooks & Tally) 2004**
- **Certificate in Networking (Cisco) - Understanding Networks and Routers – 1999**

### **SOFT WARE SKILLS:**

- SAP, ERP, Microsoft Excel, Powerpoint