



WASEEM ABBAS

Procurement Executive

CONTACT

☎ 052-1635548

✉ waseem.abbas01@yahoo.com

🌐 <https://www.linkedin.com/in/waseem-abbas-01/>

📍 Dubai, UAE

EDUCATION

MBA

University of Central Punjab
2010 - 2013

Bachelor of Commerce
Punjab University
2005 - 2008

Intermediate of commerce
Lahore Board
2003 - 2005

SKILLS

Negotiations

SAP Supply Chain

Data Visualization

EMOTIONAL INTELLIGENCE

Leadership - Management

Persuasion

Ethical Workplace Leadership

WORK EXPERIENCE

QUICK CARE MOVERS AND PACKERS PROCUREMENT EXECUTIVE

Nov 2022 - Currently Working

Managing technical procurement activities, End to end purchase orders management on ongoing and new products induction. Coordination between suppliers and end users for the smooth delivery of material and services without delay. Procure Labor for daily tasks if required occasionally. Hire Trucks for Moving tasks. Purchase Packing materials and materials for paint jobs. Vendor Management Like (service Market, Just Life, Swan).

HAPPILAC PAINTS PROCUREMENT EXECUTIVE

Feb 2021 - Oct 2022

Vendor management. Planning and forecasting of upcoming demand. Deliveries Management. On-Time Deliveries. RFQ (Request for Quotation) Writing. Purchase Order Creation. Contract Management. Cost Reduction was the Core Responsibility. Vendor Reconciliation. New Vendor addition and On-Boarding as per defined SOP. Negotiations with vendors to get the best prices. Maintain Stock Levels as per instructions of management.

NESTLE PAKISTAN PROCUREMENT ASSOCIATE

Jan 2020 - Dec 2020

Vendor management. Planning and forecasting of upcoming demand. Managing technical procurement activities. P2P Cycle – from purchase requisition, raising a purchase order, ensuring on-time deliveries, Following up for invoices, and ensuring timely payments with collaborations of the finance team. Arranging shipping documents from suppliers against the purchased materials. Supporting Logistic business partners for the custom clearance activities. Getting the materials delivered as per requisition either in full or partial delivery form. On-time Delivery management without any delay, resolving payment issues, and supporting technical & engineering teams to achieve project milestones. End-to-end purchase orders management on ongoing and new product induction for Global Travel Retail, New Zealand, Macau, and Hong Kong markets. Coordination between suppliers and end users for the smooth delivery of material and services without delay. Managed a Huge Value Spend Category of more than PKR 20 Million Annually

CUSTOMER SERVICES EXECUTIVE PAKISTAN TELECOMMUNICATION LIMITED

2013 - 2019

Customer facilitation in all manners. Email writing and coordination with clients. Answer the Calls and emails of Customers and answer the queries of customers. Facilitate the customers in a professional manner; follow up customer calls where necessary. Resolve escalations of the customers and produce Call reports. Manage Average Talk Time. Assign the daily tasks to the rest of the team. Manage Daily KPI's for monthly performance.