

SYED MUHAMMAD FARHAN

Supply Chain & Procurement Professional

Hospitality & Entertainment / Manufacturing / Retail / Food Service

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Executive Summary

- ❖ Certified Professional with **21 years** of Middle East Work Experience, in Manufacturing, FMCG, Retail, Food Services, and Hospitality & Entertainment Industries.
- ❖ Strategic planner with Master Degree in Business Administration (MBA).
- ❖ Hands-on experience in Oracle, SAP and Microsoft Navision software's.

Core Strength

Contract Management	Global Sourcing	Strategic Planning
Supplier Relationship Management	Category Management	Evaluation & Scoring
Staff Recruitment & Training	Negotiations & Finalization	Spend Analysis
Supply Chain Management	Project Management	Tender Management

Tenders Managed

Media Buying & Selling	Loyalty Program Development	Food & Beverages
AV Systems & Solutions	Travel Management Services	Facility Management Services
I.T Hardware & Software	Construction & Fit-out projects	Website & Mobile App Devp

Career Progression

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|--|--------------------------|
| 1. Supply Chain Manager – N A Project Management Services, Dubai, UAE. | Oct'20 till date |
| 2. Senior Procurement Manager UAE & M.E. –Novo Cinemas, Dubai, UAE. | Jun'13 to Sept'20 |
| 3. Assistant Purchase Manager – Hepworth PME, Dubai, UAE. | Jun'05 to Jun'13 |
| 4. Purchase & Supply Chain Executive – Nova Industries, Dubai, UAE. | May'99 to May'05 |

Professional Certifications

- ⌘ (CIPC) Certified International Purchasing Consultant by (IPSCMI) International Purchasing and Supply Chain Management Institute.
- ⌘ (CICCM) Certified International Commercial Contracts Manager by (IPSCMI) International Purchasing and Supply Chain Management Institute.
- ⌘ (CPPM) Certified Professional Purchasing Manager by (APS) American purchasing society.
- ⌘ (CPP) Certified Purchasing Professional by (APS) American purchasing society.

Educational Qualifications

2005 M.B.A in Banking & Finance from American World University, Sharjah campus, U.A.E.

2003 B.B.A in Marketing from American International University of Management & Technology, Sharjah

Key Achievements

- ❖ Comprehensive knowledge of Supply chain & purchasing procedures and practices, standard products and sources of supply for commonly used business items.
- ❖ Excellent customer management skills and providing solution for their requirement inline to set policies.
- ❖ Gathered intense information about authorized distributors & dealers of leading brands of tools, lubricants, electrical items, Hydraulic equipment. Etc
- ❖ Expertise in sourcing a variety of parts, materials, mechanical components and locally customized / fabricated products relating to extruding plant.
- ❖ Developed alternate vendors for different items locally as well as internationally.
- ❖ Full aware of local and international commercial contract laws.
- ❖ Prepare and Manage contracts, contract amendments, negotiations and finalization.
- ❖ Responsible for contract administration functions for monitoring supplier performance
- ❖ Expertise in handling negotiations with suppliers (overseas as well as indigenous) which involve delivery pull in, price reduction, FOC parts & accessories, extending credit terms, rejection replacements and economical freight charges etc.
- ❖ Managed stock modelling exercises for keeping the material stocks at target stock level and keeping the system updated with the results for effective inventory management.
- ❖ Expertise in the execution of building and property refurbishment /maintenance works along with new construction, Landscape, Interior decoration, Telecommunication and IT Infrastructure projects.
- ❖ Performed active part in Implementation of Oracle ERP software as super user to review existing business process and to map them in the new proposed software. Co-ordination with the I.T Department for various reports and feedback required for supporting smooth ERP integration/implementation.
- ❖ Groomed a team of procurement professionals, Ability to supervise and direct assigned staff including monitoring and evaluating work performance, interviewing and hiring staff, conducting training and development, establishing work priorities and scheduling job tasks.
- ❖ Developed design and artwork for outdoor pylon, neon signboards, banners & posters for advertisement and marketing exhibitions, annual gifts items & calendar.

Work Experience:

October 2020 till date

Supply Chain Manager

N A Project Management Services, Dubai, UAE.

NA project management services offers a full range of professional outsource, project management, and consulting services to help clients complete projects on time, on budget, and with high quality.

- ❖ In-depth knowledge of Inbound / outbound distribution and transportation processes.
- ❖ Contributes to the Supply Chain team's effort by accomplishing results or projects as needed.
- ❖ Enter orders and facilitate fulfillment to ensure customer project schedule is met efficiently.
- ❖ Developed detailed project plan to monitor and track progress, manage inventory and product supply levels for the projects.
- ❖ Coordinate internal resources and third parties/vendors for execution of project, measure project performance to ensure that all projects are delivered on-time, within scope and budget.
- ❖ Direct and manage organization's business activities and to develop and implement effective business strategies and programs.
- ❖ Allocated budget resources, coordinating business operations and support client requirements.
- ❖ Managing operational costs and staffing resources for the project to ensure good customer service and improving administration processes.
- ❖ Identifying business opportunities and support in building RFP's presentations and proposals.

June 2013 to September 2020

Senior Procurement Manager UAE & M.E

Gulf Film L.L.C. – Novo Cinemas, Dubai, UAE.

Gulf Film/Novo Cinemas are the leading Distributor & Exhibitors of Hollywood & Bollywood movies and are the Middle East's largest chain of cinemas group in the Middle East.

- ❖ Managing all administrative activities related to requests processing submitted by business units
- ❖ Review and approve procurement and logistic policies and procedures manual and ensure it is properly communicated to all business units.
- ❖ Organized and issued various tenders which includes but not limited to; Security Services, Facility Management, Travel Management Services, Office equipment & I.T maintenance, Group Insurance policy for motor, property, money, workmen compensation, medical insurance, marketing materials.
- ❖ Monitor the purchasing of service, supplies & equipment requested and procure from the best competitive source for maximum value for money.
- ❖ Prepare and executed solicitations, RFX for circulating the tenders, Bid Invitation as per the nature of requirement as per the best practice.
- ❖ Outsourced Project Main Consultants, Interior Designer, Quantity Surveyors and Contractors for supporting organizations on going renovation and new construction projects.
- ❖ Liaised with advocates for resolving / filing legal cases for disputed supplier's / service providers.
- ❖ Maintained strong relationship with approved vendors and continuously meet with new vendors in order to expand the list approved vendor and maximize the quality of purchased goods and services.
- ❖ Manage and resolve all issues for the products import/export and customs clearance.
- ❖ Provide professional development and perform periodic performance appraisals for officers in the department in coordination with HR for training development and approved incremental increases and levels of financial rewards like bonus and annual pay increments for all staff under immediate control.
- ❖ Ensure that all officers in the procurement administration department acquire the required skills and knowledge through appropriate training programs for grooming the team.
- ❖ Developed an annual business plan for the procurement administration department activities in alignment with the company short and long term strategic goals.

June 2005 to June 2013

Assistant Purchase Manager

Hepworth PME L.L.C., Dubai, U.A.E.

BSI/KITEMARK Licensed Manufactures of U-PVC, Polyethylene Pipes & Fittings

- ❖ Managed corporate centralized purchasing operations of all goods and services required, which includes but not limited to Raw Materials, Machinery, Vehicle spare parts & consumables, Safety products, packaging items, Furniture's & Fixtures, Office equipment, Waste management, Outsourced labors, rental equipment, I.T Hardware & Software's, Capital assets i.e. Vehicles, Machinery equipment.
- ❖ Sourcing through approved vendors, based on vendor performance evaluation, product specifications, quality, price and maintaining the vendor database for generating solicitations.
- ❖ Leading and implementing projects assigned from time to time and coordinating with project manager for expediting activities related to procurement and subcontracts contractors.
- ❖ Prepare and Manage contracts, contract amendments, negotiations and finalization and Responsible for contract administration functions for monitoring supplier performance, and expense control.
- ❖ Assessing project requirements for new furniture & fixtures and designing purchase schedules.
- ❖ Coordinating with production for Material requirement planning to plan on the basis of consumption and forecast to ensure uninterrupted supply of goods and services for smooth production.
- ❖ Performed active part in Implementation of Oracle ERP software as super user. Co-ordination with the I.T Department for various reports and feedback required for supporting ERP implementation.

- ❖ Implementing right purchasing strategies and policies to reduce the cost of goods and services required.
- ❖ Propose alternative and better solutions in line to customer requests for optimizing spending.
- ❖ Supervised and directed assigned staff including monitoring and evaluating work performance, interviewing and hiring staff, conducting training and development, establishing work priorities and scheduling job tasks.

May 1999 to May 2005

Purchase & Supply Chain Executive

Nova Industries L.L.C., Dubai, U.A.E.

Manufacturer of co-extruded LD/HD film, Stretch Film, Tapes & Paper Core products.

- ❖ Reporting to General Manager of Company and looked after most of the operational activities of the organization, purchase & logistic function of the tapes, plastic products & paper core division.
- ❖ Receive, Evaluate and monitor all purchasing requirements of the company and ensuring execution of procedures for the timely and cost-effective purchasing of all materials, equipment and services required by the company consistent with applicable rules and regulations.
- ❖ Responsible for sales order management to coordinate with sales and production for scheduling deliveries as per customer requirement for effective utilization of resources.
- ❖ Run MRP on the agreed production plan for delivery schedules, manufacturing and purchasing activities.
- ❖ Effectively support and review all warehouse operations, ensure efficient Inventory management.
- ❖ Plan distribution of finished products based on orders from distributors / customers.
- ❖ Coordinate materials/information flow between 3P logistics/warehouse for making arrangements of daily local, international deliveries and making necessary arrangements for customs and border documentation

Major Projects Completed: _____

Sourced all direct and indirect procurement needs to complete the listed projects, which included new and renovation of existing facilities (buildings, movie theaters, factories) for all civil, structural, and fit-out works, .MEP & ELV works, furniture, and I.T. infrastructure ;

- ❖ Novo Cinemas at Dubai Festival City Mall, Dubai, UAE.
- ❖ Novo Cinemas at Ibn Battuta Mall, Dubai, UAE.
- ❖ Novo Cinemas at Muharraq Mall, Arad, Bahrain.
- ❖ Novo Cinemas at The Mall of Qatar and The Peral, Doha, Qatar.
- ❖ Hepworth Corys Renovation projects, Dubai, UAE.
- ❖ Hepworth Corys Factory Expansion works.

Personal Details: _____

Date of Birth : December 20th 1980
 Languages Known : English, & Urdu and basic Arabic.
 Nationality : Pakistani
 Driving License : Dubai Driving License + Own Car.