

JUNAIZ KT

Procurement Officer

PROFESSIONAL SUMMARY

Results-orientated **Procurement Officer with 10+ years of experience** working in **Supply Chain Logistics**. Proven track record of forging positive relationships with key Suppliers. **Expertly in Vendor Sourcing, Negotiating Competitive Price points, and Minimizing Inventory Costs**. Utilizing advanced data interpretation skills to forecast purchasing needs. Dedicated to **maximizing efficiency** and **cost-effectiveness** in all areas of operations. Currently pursuing a position as **Procurement Head/Officer** preferably in General Trading Firms of Consumer Goods / FMCG / Manufacturing / Chemical / Printing & Packaging / Industrial Industries, to utilize my gained knowledge, experiences & management skills, in a professional environment.



CONTACT

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EXPERIENCE

- **Procurement Officer**, 04/2012 - Current

Digi Color for Gulf - Sharjah, UAE

Industry – *Distribution of printing and packaging machineries and all kinds of consumables, chemicals in the MENA region.*

- o Leading a procurement team of 15 members including a Purchase Assistant, Inventory Controller, Storekeepers, and Warehouse Assistants
- o Adopting excellent negotiation and persuasion skills to obtain the best prices, quality, and payment terms, when buying goods from global vendors
- o Identify the needs and source vendors with innovative products, prices through market research and online data analysis
- o Developed and delivering innovative supplier strategy, improving cost-efficient partnerships. Formation Vendor Management and SLA
- o Managing monthly Sales and Operations Planning (S&OP) with top management and other teams
- o Warehouse management by setting up space allocations and capacity utilization at 4-warehouses in two countries (KSA & UAE) of a total 25K SQFT area
- o Supervision purchases, receipts and the documentation of finished goods, materials, packaging and ingredients through ODOO ERP System
- o Manufacturing Resource Planning (MRP II) and Ordering of raw materials as per factory needs
- o Offering commercial advice and support to internal stakeholders, enhancing profitable supplier performance
- o Closely monitoring performance improvement initiatives, verifying progress towards achievement of KPIs
- o Consuming outstanding problem-solving and conflict-resolution skills to mitigate supplier performance issues
- o Sourcing products to optimize margins, minimize excess stock and reduce lead times
- o Cultivating an extensive network of suppliers to enable stable product availability
- o Sourcing and purchasing all goods within timeframes, budgets and company's quality standards.

Reporting to: Chief Executive Officer.

CORE SKILLS

- DEMAND PLANNING
- FORECASTING AND S&OP
- VENDOR MANAGEMENT
- KEY ACCOUNT MANAGEMENT
- NEW BUSINESSS EXPANSION
- REVENUE GENERATION
- PROCUREMENT SOP
- SOURCING TECHINQUES
- SUPPLY CHAIN STRATEGIES
- INVENTORY MANAGEMENT
- WAREHOSUE MANAGEMENT
- MATERIAL MANAGEMENT
- MRP – MRP II & ERP
- PEOPLES MANAGEMENT
- CUSTOMER SERVICE
- PROCESS IMPROVEMENT
- NEGOTIATION POLICIES
- RISK MITIGATION & ANALYSIS
- LOGISITIC MANAGEMENT
- PRICING STRUCTURES
- PURCHASE OPERATIONS
- DECISION MAKING STRENGTH
- LEADERSHIP QUALITY
- TEAM BUILDING
- FINANCE & ACCOUNTING
- EXCELLENT COMMUNICATION
- IMPORT & EXPORT
- MS OFFICE EXCEL WORD
- INCOTERMS
- CUSTOMS AND CLEARENCE
- AIR - SEA FREIGHT
- ODOO & TALLY ERP

- **Chief Accountant**, 04/2007 - 03/2012

Digi Color for Trading - Jeddah, Saudi Arabia

Industry – *Distribution of printing and packaging machineries and all kinds of consumables, chemicals in the MENA region.*

- o Generated monthly/annual reports, Payrolls (WPS) and legal documentation for licensure renewals
- o Monitored day-to-day operations; set goals, and design a framework for those to be met
- o Managed financial and accounting functions, designed and implemented accounting policies and procedures, analyzed financial information and determined financial objectives for the organization
- o Prepared financial statements and MIS reports - as requested by finance director
- o Closely monitored expenditures on ERP System to assess areas for cost reduction and implement these into policies

Reporting to: Chief Executive Officer.

- **Inventory Manager**, 10/2002 - 03/2007

Digi Color for Trading - Jeddah, Saudi Arabia

- o Retained excellent stock availability through effective Supplier Management and stock forecasting
- o Motivated teams of 4 to consistently to achieve and sustain efficiency in 4 different warehouses locations
- o Employed and sustained inventory management strategies for the SKUs by regular planning parameters review
- o Review stock-outs/predicted stock-out events and propose mitigating actions
- o Scrutinized and identified potential inventory obsolescence in the warehouse to minimize write-offs
- o Drive operations by initiate, coordinate, and enforce strategic programs in fulfillment/warehouse setup and strategically allocated the warehouse in compliance with the company's policies & vision
- o Maintained standards of health / safety / hygiene & security

ACCOMPLISHMENTS

- o **Consecutively won Best Employee Award** for outstanding performance appraisal
- o Added 15+ new **cost-effective vendors**; **generated additional revenue** around 15 – 20%.
- o Conducted **cost reduction strategies**; adopted in internal transportation and Stock Transfer pattern; **saved overhead expenses** by 15%.
- o Upgraded direct order delivery pattern and **precise lead time**; **diminished storage cost** by 5%.
- o Created a database that **identified & vended** AED 300K worth of expire / short dated products in past 2 years
- o Executed right-sized inventory; **cut dead stock risk** by 10%.
- o Found **alternate local suppliers** to meet JIT requirements; attained up to 20-25% lower prices; **ensured value for money**
- o **Upgraded warehouse efficiency** by 5% and identified bottlenecks and used available resources to minimize their effect on operations
- o Shaped **retains relationships** and negotiate rates with logistic carriers; **Enhanced profit margin** by 3-4%.
- o Installed a new ERP software system; **improved competence** and reduced auditing errors by 75%. Conserving a 95% data correctness standard and **better quality stock accuracy** from 75% to 95%.
- o Established & preserved **effective relationship with key account holders** by DIFOT; **developed Goodwill** and **customer service enriched** by 30% YoY

EDUCATION

BACHELORS DEGREE, Finance (B. Com),
2001

CALICUT UNIVERSITY - Kerala, INDIA

- **Commerce Graduate**

Financial Accounting | Cost Accounting |
Management Accounting | Statistics |
Marketing | Auditing | Economics |
Management | Banking | Mercantile Law |
Company Law & Administration

CERTIFICATIONS

**2022- Certified International Supply
Chain Manager (CISC)**

IPSCMI-USA

**2021- Certified International Supply
Chain Professional (CISCP)**

IPSCMI-USA

LANGUAGES

English: First Language

English: C2

 Proficient

Arabic: B2

 Upper Intermediate

Hindi: C1

 Advanced

GROWTH PATH

- **Oct '02-Mar '07:** Inventory Manager
- **Apr '07-Mar'12:** Chief Accountant
- **Apr '12-till date:** Procurement Manager

ADDITIONAL INFORMATION

- Visa Status: **Employment Visa**
- License: **Valid UAE Driving License**