

Resume

ZAHEER ABBAS

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I am a hard-working and determined management professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability and experience allow me to deliver successful results for any company in a range of managerial or Non-managerial positions.

Highlights of Qualifications:

- ❖ Exceptional knowledge of any supply chain management system
- ❖ Proficient in MS Office suite, Tally & ERP System (Navigation)
- ❖ Excellent communication and negotiation skills.
- ❖ Detail oriented and efficient, Strong analytical ability.
- ❖ Proven track record in supplier management
- ❖ Logistics management and distribution
- ❖ Proactive and able to work to deadlines
- ❖ Adaptable and flexible when working in busy environment
- ❖ Delivering performance and long term improvement.

CAREER HISTORY

PROCUREMENT OFFICER – AUGUST 2022 – **PRESENT**

Employer's name – **United Middle East Trading Services** (Dammam City – KSA)
(Chops & Shrimp, Bosphorus, Bab Al Mansour Restaurant & Café etc.)

Setup of new restaurant in KSA and handling all types of material purchasing (Food & Non-food), equipment's for restaurant & café.

Sourcing material and new vendor development to supply required products for restaurant

Inventory & Order planning and arranging deliveries on time to restaurant

Supplier's Payment follow up with finance and arranging all required purchases and finance record etc..

PURCHASE MANAGER – JUNE 2019 – August 2022

Employer's name - **Operational Efficiency** (Taif City – KSA)
(Buffalo Wings & Rings, Crepe Café & Starbuck) Restaurant & Café's

Responsibilities & duties:

Responsible for buying the best quality goods, equipment and services for Restaurant and café's at the most competitive prices to enable the company to operate smoothly

Local & International Purchase:

Purchasing all local & international Material (Raw Material, Packaging items, Accessories & equipment etc.). Searching new vendors and materials at local & international level.

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- ❖ Sourcing new materials and suppliers with credit facilities from different locations
- ❖ Negotiating prices with supplier and getting competitive price quotations with standard quality products
- ❖ Order planning, issuance and validating the purchase orders to suppliers for supplies
- ❖ Regular follow up with suppliers for timely delivery and material availability as per schedules etc

PROCUREMENT SUPERVISOR – February 2017-June 2019

Employer's name – **Munch Bakery Food Industry Co. LTD** (Jeddah – KSA)

Responsibilities & duties:

Local & International Purchase:

- ❖ Arranging sample products with specifications to Quality test for new raw/packaging product and development.
- ❖ Coordinating with marketing department for new product development, design artwork and also printing till final approval.
- ❖ Negotiating various supply and service agreements, delivering balanced commercial terms & conditions and favorable payment terms.
- ❖ Closely follow up with overseas suppliers for timely shipping and required shipping documents for ordered materials as per local authority's rules & regulation
- ❖ Strong follow up with custom agent/ broker for shipment clearance and arrangement of transportation for delivery at warehouse
- ❖ Follow up with finance department for supplier's payment and pending issues.
- ❖ Daily basis review and analysis of stock movement and physical available stock quantity for planning of required material on time.
- ❖ Coordinating with sales & production forecast for advance procurement planning of raw & packaging materials.

Custom Clearance:

Arranging all proper documents and formalities of international shipments from supplier and submit to custom broker and follow up till delivery receiving at warehouse.

Warehouse & Inventory:

Checking always inventory level to preparing material & order planning. Arranging complete cycle and physical inventory counts, material stocking, material picking, organize inventory for maximum productivity, and database entry to the electronic inventory system ensuring accuracy and expiration data.

PROCUREMENT & SUPPLY CHAIN OFFICER – January 2014 – February 2017

Employer's name – **Arrow Beverage Factory** (Carlsberg Group) (Jeddah – KSA)

Responsibilities & duties:

Responsible for the following aspects of the supply chain: sourcing, purchasing, transport, warehousing and distribution. Also involved in identifying and implementing initiatives to reduce the overall supply chain cost base.

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International Purchase: *Handling Direct & Indirect Materials.....*

- ✦ **Raw Materials or ingredients:** Flavors, Concentrates, Extract, Malts, Colors, Chemical Powders & Artificial Sweetener & most of food & beverage materials, which are controlling under local governments institution of importing country. (Hazardous & Non-Hazardous Materials) importing by Air & Sea port from different origin of European countries.
- ✦ **Packaging Materials:** Products Labels, Bottle Crowns, Cluster & Outer pack, Glue & adhesives and temporary purchase for promotional Items for final product promotion.
- ✦ **Machineries & Spare Parts:** Production machineries, equipment, tools & spare parts, operational devices for manufacturing unit, Lubricants, greases & oil for service of machines & equipment.

Local Purchase: *Handling Mostly Indirect materials.....*

- ✦ Wear & tear spare parts, Hand tools, Lab equipment, Chemicals, auxiliary materials, Safety & security Items, Hygienic & consumables for plant use.
- ✦ Computers & other devices, Software, Electronic & mechanicals materials, Printing & media, Stationaries & kitchen supplies etc.

Custom Clearance follow-up: *Handling Imports Shipments with Local custom.....*

- ✦ Responsible to complete all document requirements for imports and coordinate with clearing agent for timely clearance and delivery of goods.
- ✦ Arranging all required formalities and legal action by local custom authority in order to get clear the shipment as soon as possible without any additional cost.

Service & Maintenance: *External Services, repair & maintenance tasks.....*

- ✦ Products test & analysis arrangement with local government bodies & international institution/ Laboratories as per requirement by quality department or concern authorities of local & international.
- ✦ Execute service & agreement contract with suppliers and arranging requires formalities of repair & service task of damage equipment, tools & devices with local & Foreign Service center till return back to us after completing the job.

Logistic & Transport: *Export shipments, Cargos & couriers.....*

- ✦ Manage freight and logistics for local & international export shipment, couriers, cargo etc.
- ✦ Prepare all required shipping documents for foreign & local dispatch and arrange the transportation facilities of need owners.

Warehouse & Inventory: *Material planning, ordering, and receiving & Data recording.....*

- ✦ Prepare and process requisitions and purchase orders for supplies and equipment
- ✦ Analyzes inventory levels, accuracy and assists in resolving inventory discrepancies.

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- ✦ Maintains records of goods ordered Schedule receipt and received Materials.
- ✦ Compiles information to keep informed on price trends and manufacturing processes.
- ✦ Confers with suppliers and analyzes suppliers' operations to determine factors that affect prices and determines lowest cost consistent with quality, reliability and ability to meet required schedules.
- ✦ Reviews proposals, negotiates prices, selects or recommends suppliers, analyzes trends, follows up orders placed, verifies delivery, approves payment and maintains necessary records.
- ✦ Participates in budget preparation and administration; prepares cost estimates for budget recommendations and monitors and controls expenditures.

PURCHASING OFFICER – May 2009 - Dec 2012

Employer's name – **Qatarna Contracting & Trading Co. WLL** (Doha – Qatar)

Responsibilities & Duties:

- ✦ Execution and monitoring of all regular purchasing duties.
- ✦ Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- ✦ Support relevant departments with quotations for the purpose of tenders.
- ✦ Coordinate with suppliers to ensure on-time delivery.
- ✦ Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- ✦ Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- ✦ Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
- ✦ Ensure continuity of supply and provide problem resolution support in support of business requirements.
- ✦ Cost Control & Reduction, Inventory Management & Stock Control and Management of billing & Payment Processes.

PURCHASING OFFICER – June 2006 - April 2009

Employer's name – **Prem Fin-Cap PVT. LTD.** (Delhi –India)

Responsibilities & Duties:

- ✦ Introduce new potential suppliers of commodities/ services assigned to him.
- ✦ Execute the procurement process to ensure timely conversion of purchase order for all released PR's assigned to him.
- ✦ Follow-up with supplier to ensure all commitments delivered on-time.
- ✦ Monitor supplier performance on a regular basis.
- ✦ Maintain updated records on transactions processed by him.
- ✦ Assist his manager to implement approved purchasing strategies for assigned goods and service.

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- ✦ Purchase printing materials, electrical supplies, electronic spare parts and other office supplies as required.
- ✦ Purchase Building materials, office supplies, packaging materials, and raw materials of our products.
- ✦ Ensure compliance with purchasing policies and procedures, ethical practices, and adherence to relevant laws and regulations
- ✦ Coordination with production department for availability and schedule the delivery of the materials.
- ✦ Monitoring data management to keep accurate product, contract, pricing and invoicing information.

PURCHASING OFFICER – April 2004 - May 2006

Employer's name – **Intone Interior PVT. LTD.** (Delhi –India)

Responsibilities & Duties:

- ✦ Manages purchase order execution and product delivery, including placement of on-time schedule agreements, mitigation of billing adjustments / terminations and execution of cost reduction goals
- ✦ Handling Request for Information, Request for Quotation, Request for Proposal (RFI, RFQ, RFP).
- ✦ Monitor stock requirements and movement; keep track of supplier order cycles.
- ✦ Plan, and procure the materials and execute the demand & inventory planning processes. Develop a strong planning system for Inventory control.
- ✦ Negotiate with suppliers, create and manage supplier agreements for the sourcing of products/ services.
- ✦ Purchase order releasing to vendors in conjunction with principals and ensure the timely delivery.
- ✦ Coordination with production department for availability and schedule the delivery of the materials.
- ✦ Searching for new suppliers and develop new suppliers with help of Internet.
- ✦ Follow up with suppliers for the materials availability and delivery in time.

KEY SKILLS AND COMPETENCIES

Supply Chain Management

- Experience of developing and implementing supply chain strategies.
- Having good geography knowledge.
- Experience of working with Freight Forwarders.
- Ability to work in cross functional teams.
- A clear ability to negotiate and influence at all levels.

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EDUCATIONAL QUALIFICATION

- **B.com** completed from Rohilkhand University in 2002 with Second Division
- 12th from Bareilly Board in 1999 with Second Division
- 10th from Bareilly Board in 1997 with Second Division

TECHNICALAL QUALIFICATION

- 2 year Certificate Course in **Draftsman** Civil in 1999 with **B+ Grade** from **Shohrat I.T.I. & Inter College**, Uttar Pradesh- India

OTHER QUALIFICATION:

- 6 months Diploma in Computer Financial Application (**DIFA**) from **N.Y.K. Institute** in **U.P., INDIA** (in 2003)
- 1 Year Diploma in Computer Application from "**Oriented School of Computing**" in **U.P., INDIA** (in 2002)

COMPUTER SKILLS:

Operating system : Windows 98, Windows2000, Windows XP &Windows Vista

Office Package : Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

Accounting Package : **Tally 5.4, 6.3, 7.2 & 9.0 & ERP System**

: **Internet Browsing.**

PERSONAL PARTICULARS:

Name : Zaheer Abbas

Father's Name : Mehdi Raza

Gender : Male

Date of Birth : 12.05.1980

Place of Birth : Amroha

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Urdu& working Arabic

Hobbies : Internet Surfing, Reading Books, Traveling

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PASSPORT DETAIL

PASSPORT NO : S7698390

PLACE OF ISSUE : JEDDAH

DATE OF ISSUE : 05-07-2018

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DATE OF EXPIRY : 04-07-2028

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(ZAHEER ABBAS)