

AWAIS ALI KHAN

SUPPLY CHAIN OFFICER

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🌐 Mohallah Dargai Khel Post Office
Mochh Teh & District Mianwali



Place and date of Birth
Mianwali, 18 March 1994

Nationality
Pakistani

Marital Status
Married

EDUCATION

COMSATS University Attock Campus

BS (EE) Electrical (2013-2017)

LANGUAGES

English 9/10

Urdu 10/10

Saraiki 10/10

SKILLS

1. Microsoft Dynamic.
2. Proficient in MS Office (MS Excel tools,)
3. Negotiation Skills.
4. Strategic Thinking.
5. Vendor Management Skills.
6. Communication Skills.
7. Contract Management.
8. Analytical Skills.
9. Supplier Sourcing.
10. Vendor Sourcing.

SUMMARY

Procurement Officer with extensive experience researching, evaluating and negotiating with prospective suppliers. Trusted in enforcing company procurement policies and procedures while maintaining product standards and optimising profits.

General Hospital Mianwali

Procurement Lead (General & LAB Items) AUG-23 to JUNE-24

- Prepared Procurement plans with Store department for smooth operations.
- Coordinated with indoor Pharmacy regarding Lab items & other consumables.
- Sourced new vendors for Lab Items for smooth operations of Lab.
- Sourced new vendors for OT items for smooth operations of Operation Theatre where c section operations were done.
- Conducted monthly meetings with maintenance related to outsource jobs.
- Evaluate all Work Orders.
- Initiate & Helped Service level agreement related with Rental Genset & Laundry services.
- Source new vendors based on their core competencies for better output in cost savings.
- Negotiating with vendors to secure advantageous terms.
- Issuing PO to vendors.
- Issuing Work Orders to vendors.
- Evaluate suppliers to meet OTIF (On Time in Full).
- Handled Petty Cash & Local Purchase.
- Managed all the Logistics of MCH from MCH-IHHN to Other campuses.
- Conducted weekly meetings for the discrepancies of supplies with store department.
- Lead all repairing & maintenance BOQ's / RFQ of Mother & Child Hospital Mianwali.
- Lead all outsource services of Mother & Child Hospital Mianwali.
- Procured all printing Stationary.
- Procured all IT items.
- Arranged a LAB to perform the culture test for 4 no of Operation Theatre.

NOTE: I was given responsibility of procurement of OT items such as Vicryl, Cord Clamps & some injections. For two months I fulfilled all the requirements of minor OT.

JAN 2023 to JULY 2023: Indus Hospital & Health Network as Procurement Officer

- Prepared Procurement plans with Store department for smooth operations.
- Prepared Comparative Statements for smooth procurement process.
- Conducted monthly meetings with maintenance department for the specification of tools
- Evaluate all Work Orders.
- Initiate & Helped Service level agreement related with Rental Genset & Laundry services.
- Source new vendors based on their core competencies for better output in cost savings.
- Negotiating with vendors to secure advantageous terms.
- Issuing PO to vendors.
- Issuing Work Orders to vendors.
- Evaluate suppliers to meet OTIF (On Time in Full).
- Handled Petty Cash & Local Purchase.
- Managed all the Logistics of MCH from MCH-IHHN to Other campuses.
- Conducted weekly meetings for the discrepancies of supplies with store department.
- Lead all repairing & maintenance BOQ's / RFQ of Mother & Child Hospital Mianwali.
- Lead all outsource services of Mother & Child Hospital Mianwali.

March 2022 to Dec 2022: Ideas Private Limited as Procurement Executive

- Lead all repairing & maintenance BOQ's / RFQ of Central & north region outlets of Pakistan.
- Evaluated all BOQ's Costing, RFQ.
- Evaluate all RFQ & shared with vendors.
- Managed Capex Buying for new outlet expansion around Pakistan.
- Initiated & Maintained Service level agreement related with Gensets Maintenance.
- Monitor the progress of new projects, MRO work nationwide for its timely completion.
- Monthly evaluate vendor's performance on R&M executed jobs.
- Responsible of new logo & backlit execution as per seasonal campaigns. 9- Issuing PO to vendors.

November 2018 to December 2021: KINGWOOD as Procurement Officer

- To initiate, undertake and monitor the progress of internal projects based on a. new installations b. Modifications to the existing system
- Consulting Production and Technical people within the organization and external professionals during Acquisition, Installation or Modification Projects
- Ensuring the Parts procurement of all required materials related to Electrical, Mechanical & Civil.
- Monthly evaluate vendor's performance on R&M executed jobs.
- Evaluate all RFQ & shared with vendors.

Reference

- Reference will be provided on demand.