WAQAS HUSSAIN

* **Contact:** 0334-09068187, 0300-8593960
* **Email:** [wxhussain@gmail.com](mailto:wxhussain@gmail.com)
* **Resident:** Peshawar City

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**Professional Summary**

Expert procurement specialist with experience in a wide variety of products and supply chain methodologies, including contract negotiations. Excellent problem-solving and strategic planning abilities to develop feasible workflows and allocate resources efficiently. Proficient with manual and computerized inventory records, including successful management of changeover from physical to electronic supply records. Able to multitask and learn quickly, with an excellent work ethic and dedication to accuracy.

Responsible for identifying and implementing cost-saving opportunities through the application of total cost management and business process improvements with external suppliers. Oversees the supplier selection process, negotiates contracts and provides on-going contract administration.

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**Educational Qualifications:**

* **Certificates:**
* Global Public Procurement (In Progress)
* Supply chain & Procurement Optimization (Udemy)
* Public Procurement (PPRA – Pakistan)
* Procurement & Logistics (Noble Foundation)
* **BSc - Business Administration.**

Brooks School of Business & Finance – England

* **Conflict Management Certificate**

EDI Learning Center – UK

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**Skills:**

* Relationship management & Strong negotiation skills.
* Impeccable time-management.
* Strategic thinking.
* Ability to adapt to change.
* Understanding of risk management.
* Understanding of and ability to enhance sustainability.
* familiar with the technology and systems.
* Good financial understanding.
* Ability to collaborate effectively.
* Proven record of results when working as a supervisor for a team of staff members, resulting in better productivity and improved morale.
* Talented in dealing with multiple assignments at once and an ability to meet deadlines and complete accurate work at all times.
* Exceptional ability to deliver outstanding customer service and diffuse customer complaints or problems.
* Highly capable oral and written communicator when discussing issues with staff members or delivering correspondence to individuals in writing.
* Make professional decisions in a fast-paced environment.
* Comprehensive knowledge of MS office Suite (MS Word, MS, Excel, MS Access, MS Outlook)

**Employment History**

1. Sr. Procurement Officer 2022-Current

CEF - Character Education Foundation - Pakistan

Responsibilities:

* Develop viable, cost-effective and strategic procurement strategies.
* Collaborate with clients to review and analyze competitive bid documentation, quotations, tenders and purchase awards and establish consensus among evaluators relating to award recommendations.
* Communicate the value of strategic sourcing and procurement to key stakeholders.
* Develop and maintain relationships with stakeholders.
* Evaluate existing procurement policies and procedures and update accordingly.
* Evaluate and select chosen suppliers using a set criterion such as quality, price, delivery and sustainability through central procurement Committee.
* Attend trade shows, interview vendors and visit supply plants/distribution centers.
* Manage contracts, including settling disputes and ensuring that a supplier meets expectations.
* Obtain competitive proposals on commodities in compliance with department policies and guidelines, government regulations, and laws that govern purchasing practices.
* Analyze and complete financial reports and pricing proposals.
* Keep track of all goods and services ordered and received with a comprehensive inventory.
* Ensure responsible procurement practices are being met and comply with company objectives
* Calculate all order costs and evaluate invoices for accuracy.
* Prepare and update reports, records and pricing lists.
* Develop plans for purchasing equipment, services, and supplies.
* Negotiate the best deal for pricing and supply contracts, ensure that the products and supplies are high quality.
* Liaise with and interview suppliers in an effort to improve levels of existing service and to develop and establish new sources of supply.
* Ensure supporting purchase documentation is in place to address accountability and audit inquiries.
* Evaluate vendors for the quality and services.
* Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development, Work with team members and procurement manager to complete duties as needed.
* Make price comparison analysis reports and present them at the procurement meetings, Coordinate procurement committee meetings and draft minutes.

1. Administrative Officer (Jan 2019-June 2021)

Character Education Foundation - Pakistan

Responsibilities:

* Overall day-to-day management of all aspects of the office, control the expenses budget & handle petty cash according to the office procedures.
* provide logistics support to the office activities, and provide weekly/Monthly MIS to corporate HR.
* Organize a filing system for important and confidential company documents, and assist the human resources department with payroll and personnel databases, equipment, and requisition new equipment and supplies as needed, to keep liaising, both formally and informally in scheduling meetings, seminars & training programs.
* Record and maintaining inventory of the office assets, and Assist management with procurement of stationery, computers, or any equipment for office usage.
* Prepare periodical reports and present them to Management, conferring with the accounting department to help make payments, process incoming invoices, and verify receipts.

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1. Office Administrator

G4S - Group 4 Securicor (UAE) Feb 2015 - Sep 2018 / (3 years 6 Months)

**Responsibilities**

* Coordinate office activities and operations to secure efficiency and compliance with company policies.
* Supervise administrative staff and divide responsibilities to ensure performance.
* Maintains workflow by studying methods, implementing cost reductions, and developing reporting procedures.
* Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms control, office layout, and budgetary and personnel.
* Resolves administrative problems by coordinating the preparation of reports, analyzing data, and identifying solutions.

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1. Administrative Officer

ETG - Elliott Thomas Group (England - UK) Jan 2011 – June 2013 / (2 Years 5 Months)

**Responsibilities**

* Monitors supplies and equipment necessary to ensure continuous operations.
* Contacts vendors to research new products and pricing and coordinate delivery and installation of software, hardware, and network components.
* Maintains the proper inventory level of computer supplies.
* Maintains a variety of documentation, including operations procedures, tape libraries, and error logs.
* Operate spreadsheet programs and other types of software to load and manipulate data and produce reports.

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