



Waqar Ahmad S/o Haji GhufuranUllah.

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PROFILE:

Highly skilled, Results-oriented professional with solid knowledge of Project Base Procurement, Material Forecasting, Vendor Development & Management, Inventory Management, MOQ, MOU and extensive experience in Implementation of ERP Systems, JDs & SOPs. Successful in intense and demanding environments, providing decisive team leadership and structure with a track record of motivating and developing Team. Willing to learn more & adopt new Cultures.

ACADEMIC QUALIFICATION:

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|------------------------------|---------------------------|--------------|
| ➤ Matric (Science 2nd Div.). | From B.I.S.E. Rawalpindi. | (1999-2000). |
| ➤ F.Sc (Pre-Engg. 1st Div.). | From P.B.T.E. Lahore. | (2003-2005). |
| ➤ B.Com. (Second Semester) | From AIU Islamabad | (2012-2013). |
| ➤ PG Diploma in SCM | From Oxford Institute ISB | (2016-2018). |

MAJOR COURSES & TRAININGS:

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|---|--------------|
| 1- 06 months IT Training Course in Computer. | Year (2006). |
| MS Windows, MS Office, Word, Excel, PowerPoint. Email, Hardware and Software, Internet. | |
| 2- 08 weeks Training Course in Spoken English. | Year (2007). |
| 3 06 weeks Training course in SAP.(MDM & MM Module) | Year (2013). |
| 4 03 days training in Import Export Documentation (SMEDA) | Year (2022) |

PROFESSIONAL EXPERIENCE:

- 1- **05 Years at Sky Green Engg Pvt Ltd** as A.M. SCM, Using **Quick Book** ERP System.
- 2- **03 Years in Gulf Saudi Arabia** as an Executive Supply Chain Management using IBMS.
- 3- **05 Years in KSB Pumps Co. Ltd**, a Multinational Organization in **Pakistan** in the Materials Dept. as a Purchase Officer, using **SAP** world-class ERP Software.
- 4- **02 Years in MAXPRO Co. Ltd Pakistan** as Assist. Production in charge.

PROFESSIONAL SKILLS:

- Good communication and convincing skills in speaking and writing.
- Planning skills with execution Abilities
- Good Negotiation skills.
- Well performance to handle large inventories
- Good Understanding of Cost control policy.

SAP COMMAND ON MM MODULE:

Perfect command of MM Module in SAP including, Creating RFQ, QES, and POs. All kinds of Reporting e.g. PRs, PO, Delivery, GRNs, Rejections, Vendor Assessments, Forecasting, Checking of Inventories, Closing of Quality notification.

COMPUTER SKILLS:

- Installation, Configuration, Troubleshooting and Management of Computer.
- Operating systems, MS. Win 2k, Win XP, Win Seven, and Vista.
- Using MS Word, MS Excel, MS Power point, Adobe Acrobat Etc.
- Using Comet ERP System.
- Using of SAP ERP System.
- Using of LIMS & IBMS ERP Systems.

PERSONAL ATTRIBUTES:

- *Flexible to adapt the new culture and environment.*
- *Strong analytical and cooperative skills.*
- *High level of procurement understanding.*
- *Good understanding of technical issues as well.*
- *Direct and open communicator.*
- *Good ability to work under stress and deadlines with a complete action plan.*
- *High level of integrity.*

DUTIES & RESPONSIBILITIES:

- *Manage all stages of the procurement cycle: Sourcing, Supplier management, contract management, purchases, inventory Management*
- *Get reports and analytic on the procurement spending to help make data-informed decisions*
- *Maintain a centralized system to manage all stages of the procurement cycle*
- *Collaborates with other departments and stakeholders to identify and maintain resources needed to establish and provide an effective supply chain*
- *Establishes performance metrics for measurement, comparison, or evaluation of factors affecting the supply chain.*
- *Develops and maintains detailed inventories of supplies located in the company, and at sites,*
- *Asset Management, Overseeing and tracking fixed assets, Monitoring fixed assets in multiple locations.*
- *Minimizing maintenance costs, Helping to increase operational activities*
- *Analyzes current inventories and procedures; suggests improvements to increase efficiency of supply chain and profitability for the company.*
- *Develops policies to increase efficiency throughout the supply chain while ensuring quality and safety; implements subsequent changes to processes.*
- *Monitors the performance of suppliers, assessing their ability to meet quality and delivery requirements; identifies and qualifies new suppliers in collaboration with other departments.*
- *Establish clear procurement policies and guidelines and customize procurement workflows to adapt to suit the business needs*
- *Train and mentor employees*

PERSONAL INFORMATION:

- *Date of birth:* April 1st 1983.
- *C.N.I.C Number:* 16201-9771808-7.
- *Domicile:* K.P.K, Pakistan.
- *Marital status:* Married.
- *Linguistic support:* English, Urdu, Panjabi & Pashto.

PERSONAL INTERESTS:

Membership of Online Courses & Training.

- *NLPA (Next Level of purchasing Association).*
- *SPSM (Senior Professionals in Supply Chain management)*
- *Excellent in Action (Dr. Nadeem Abdi, Qasim Ali Shah, Sandeep Maheshwari).*