## Naseem Khan

## *Senior Procurement Executive @ Shafisons Engineering Pvt Ltd (BETA Pipes)*

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OBJECTIVE:

Seeking a challenging position in a well-reputed organization where I can learn new skills, expand my knowledge and leverage my learnings.

PROFESSIONAL SUMMARY:

* Having over 12 years of experience in the field of **Procurement**. Excellent purchasing skills, with experience in Oracle, dealt with supplier and high level workloads within strict deadlines.
* Have good knowledge of **ERP software (ORACLE)** and Accounting Terms.
* Having good awareness of Computerized Networking Environment.

EXPERIENCE:

***Senior Procurement Executive @ Shafisons Engineering Pvt Ltd (BETA Pipes)***

*Sep 2016 - Present · 6 yrs 11 mos*

*Lahore, Pakistan*

**Major Responsibilities:**

\* To prepare and finalize vendor pre-qualification and pre-evaluation as per defined process.

\* Obtaining quotations and processing of purchase orders of finished goods, raw material, store spares, packing material and other miscellaneous items.

\* To keep the record of all purchase orders.

\* Daily visit to market for purchase of goods.

\* Weekly visit to factory for the inspection of material, store spares etc. and ensure to submit weekly report to C.E.O/Manager Operations.

\* Submit monthly report of purchase department to C.E.O/Manager Operations.

\* To prepare and process purchase orders on ERP as per demand.

\* To perform different activities related to purchase of goods on the direction of C.E.O.

\* Maintaining record of all purchase documents as per ISO standards.

\* Reconciliation of supplier's ledgers.

\* Arrangement for maintenance/repair of office accessories.

\* Arrange transport for procured items in coordination with Supply Chain Department.

\* Assist Supply Chain Head to establish vendor selection criteria and select vendors according to the specified selection criteria established by company for the purchase of raw material.

\* Daily check the status of orders in process according to procurement plan.

\* Correspond with Production Division and resolve any supply shortage issues on priority.

\* Any other task specifically assigned by top management.

**Skills: Enterprise Resource Planning (ERP) · Purchase Management · Supplier Relationship Management · Microsoft Excel · Supply Chain Management**

***Procurement Executive @ Shafisons Engineering Pvt Ltd (BETA Pipes)***

*Oct 2010 - Aug 2016 · 5 yrs 11 mos*

*Lahore, Pakistan*

**Major Responsibilities:**

\* To prepare and maintain the approved vendor list.

\* To inquiry the demand in ERP on daily basis.

\* To keep the purchase orders against the demand requisitions.

\* To keep the record of all purchase orders.

\* To make purchase invoices against supplier’s invoices.

\* To visit factory on weekly basis in order to ensure smooth operation.

\* To perform different activities related to purchase requested by C.E.O.

\* Submit monthly report of purchase department to C.E.O/ISO Coordinator.

EDUCATION:

Graduation (2010)

**University of the Punjab, Lahore**

F. A (2005)

**Govt. Degree College Thana**

Matriculation (1998)

**Govt. High School Thana**

COMPUTER SKILLS:

* Wizmen-ERP Oracle Based System
* Microsoft Office
* Windows Server 2003, Enterprise Edition
* Web Browsing

INTERESTS:

Surfing Internet, Listening Music, Travelling, Socializing with Family & Friends