



JUMMAN SHAH



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jummanshah@gmail.com

Goal-oriented professional with understanding of prioritizing various tasks & deliverables as required by organization; in quest of assignments in Assistant Manager Procurement / Procurement Manager / Commercial Manager with an organization of high repute, preferably in Construction Sector

Location Preference: Pakistan/U.A.E/Saudi Arabia/Kuwait /Qatar



PROFILE SNAPSHOT

**An astute professional with nearly 12 years of experience in:
Procurement Management, Contract Management, Logistics Operations
and Supply Chain Management**

- Proficiency in handling procurement operations by tracking best practices in supply chain functions thereby maintaining excellent contacts with strong industry players & suppliers
- Expertise in finalizing **terms & conditions of contracts**, settlement agreements and analyzing the same to ensure that contracts are finalized within negotiated & agreed-upon parameters
- Hands-on experience in bringing about challenging & innovative teaching / learning atmosphere which empowers the active learner
- An out-of-the-box thinker with a flair for identifying and adopting emerging trends to achieve organizational objectives and profitability norms
- Proficient in taking initiatives for improving cost, quality, delivery, and service criteria while fostering foster long-term collaborative relationships with vendors
- An effective communicator with excellent relationship management, analytical skills and strong problem solving abilities

AREA OF EXPERTISE

**Procurement
Purchase Orders
Logistics
Operations
Supply Chain
Management
Relationship
Management Project
Management Change
Management Strategic
Planning Category**

CORE COMPETENCIES

- Managing overall material management & procurement operations from conception by tracking best practices in supply chain functions within quality and service parameters
- Devising & implementing key purchase/procurement strategies and contingency plans as per the requirements
- Developing project baselines; monitoring & controlling projects with respect to cost, resource deployment, time over-runs and quality compliance to ensure satisfactory execution/delivery of the same
- Planning purchase schedules / work orders and analyzing quotations against pre-set plan for timely procurement of various items, projects and raw materials
- Tracking orders and communicating shortage & backlog reports while identifying visibility of potential interruptions
- Taking care of logistics operations by tracking best practices in supply chain management functions thereby maintaining excellent contacts with strong industry players & suppliers

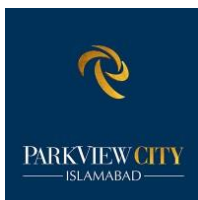


HIGHLIGHTS

- Significantly worked as Acting Country Head of Administration and managed Logistics, procurement and admin staff for BRAC, Islamabad (Pakistan)
- Holds the distinction of being promoted as Purchase Officer from Assistant Purchase Officer within joining of just 6 months; and effectively worked on ERP system for procurements of various usable for Colony Mills Limited, Islamabad (Multan)
- Recipient of Award for Outstanding Performer Year in 2010 at United Bank Limited Al-Ghaffar Plaza, Multan Cantt



WORK EXPERIENCE



May-2022 to Dec-2022: Park View City Islamabad as Senior Procurement Manager

- Develop and manage the Site supply base to meet PVC's requirements: assurance of supply, quality, regulatory, service, cost, and innovation to control costs. Adapt and respond to regularly changing business requirements.
- Develop and propose long and short-term plans to improve Procurement processes to enhance the overall performance of the Site.

Provide leadership in the implementation of new processes.

- Preparation of Monthly Procurement Plans & their execution.
- Negotiations with suppliers on financials and settling their grievances.
- Procurement of Road Construction Materials.
- Preparation of TOR's for contracts of Civil & MEP contractors.
- Procurement of H.T / L.T Cables for Electrical Infrastructure.
- Procurement of I.T Point to Point Ariel Connectivity of Project Sites.
- Sourcing of Materials for smooth Operations of Concreate Batching Plant, Installation of Additional Cement Silo's to avoid its shutdown.
- Construction of Down Town Office Building including all MEP Works, Office Furniture, Floor & Wall Tiles, Facade, I.T Access Points, I.T POE & Core Switches with Controllers, Office Equipment's, I.P Telecom Exchange to Connect all Office Building at Different Locations.
- Procurement of Paver Plant and supplies of allied materials.
- Sourcing of Diesel Genset to meet electric power requirement of project.
- Organizing of plants nursery and horticultural development at project site.
- Executed a full life cycle of SAP.



Mar'20 to May-2022: SARDAR Group of Companies, Islamabad as Manager Procurement

- Developing procurement strategies that are inventive and cost-effective.
- Prepare Sourcing and engaging reliable suppliers and vendors.
- Prepare Procurement Plans and their implementations.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.
- Preparation of Terms & conditions of purchase orders and organizing and confirming delivery of goods and services in time.
- Performing risk assessments on potential contracts and agreements.
- Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
- Ensures best total cost of ownership.
- Make professional decisions in a fast-paced environment
- Layout of text and must have a good working knowledge of Microsoft Office and ERP.
- Overseeing and managing the I.T systems that track shipments, inventory, and the supply of goods.
- Check & Ensure veracity of vendor's quotations in all respect.
- Ensure utmost correctness with high degree of honesty in the preparation of comparative statements.
- Ensure that products selected / recommended are of high quality and of required brand as demanded by user.
- Ensure that no favoritism is extended to any vendor which ultimately affects quality of products and violate rules and regulations of proper procedure.
- Preparing procurement reports.



Jun'16 to Mar'20: DWP Group, Islamabad as Assistant Manager Procurement

Key Result Areas:

- Contract with new vendors to increase profit margin from 43% to 53%.
- Reduced inventory cost by 8 Million through controlled purchasing and inventory maintenance.
- Analyze and control OTB and current inventory and promote JIT to maximize profit.
- I increased vendor interest and participation towards the selling of goods to DWP. This was accomplished by building relationships with vendors not familiar with DWP or not willing to sell to DWP in the past. This increased efficiency, effectiveness and profitability at DWP.
- When hired in 2016, DWP's company sales were 85 Million annually. I built the procurement department for the future by creating "Vendor Operating Requirements" resulting in the self-managed reducing DWP's operating costs with no financial investment, more efficient procurement department as well as DWP's warehouse, vendor deliveries as well as product pick-ups

(Vendor Freight on Board “FOB”) I grew the department associates 6 total 4 Procurement Executive and 2 material delivery coordinators.

Note: DWP has sales of 250 Million Annually.



Jun’14 to Jun’16: BRAC International, Islamabad (Pakistan) as Procurement Officer

Key Result Areas:

- Spearheaded the activities of:
 - Maintaining updated track record of purchasing records/data and pricing system
 - Ensuring competent quality execution of all regular purchasing duties and carrying out survey of store visits
 - Coordinating with suppliers for timely delivery of material at site/store on time
 - Compiling reports regularly and presenting the same to management on weekly and monthly bases
- Involved in strategically planning of inventory levels of materials and maintaining the same
- Analyzing and selecting best possible source for products at the most reasonable prices
- Negotiating with suppliers for the best purchase package in term of quality, price, terms, deliveries and services
- Maintaining process purchase orders and other documents in accordance with the company policies & procedures
- Responsible for processing & managing the necessary documentation for materials and promoting BRAC values & culture



Aug’11 to Aug’13: Colony Mills Limited, Multan (Pakistan) as Purchase Officer

Key Result Areas:

- Handled the procurement of Industrial Oils, Furnace Oil and Lubricants from Multinational Companies; Tools, Mechanical Useable & Equipment’s from National Confined Market and Industrial Chemicals & Solutions from National Confined Market
- Carried out review of accounting records of each functional allotment and reconcile accounts
- Made sure the compliance of appropriate guidelines, policies and approved internal controls
- Involved in planning of purchase and coordinated for timely delivery of the same
- Analyzed & maintained lists of vendors & sources of supply for goods and services
- Accountable for reviewing evaluating, verifying process invoices and preparing payment requests
- Performed research for suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation & history
- Responsible for reviewing competitive bids, quotes & proposals from vendors & contractors, discussing evaluations & reviewing the requesters and subject matter experts



CERTIFICATIONS & WORKSHOP

Awarded a Certification on:

- **Procurement Planning**” by Institute of Tender Management Lahore, Pakistan in 2016
- **Settling Bidders Grievances** by Institute of Tender Management Lahore, Pakistan in 2016
- **Procurement of Consultancy Services** by Institute of Tender Management Lahore, Pakistan in 2016
- **Contract Management** by Institute of Tender Management Lahore, Pakistan in 2016
- **Financial Management & Procurement** by Pakistan Poverty Alleviation Fund Islamabad Pakistan in 2015
- **Managing Supplier Performance** from Next Level Purchasing Association USA in 2014
- Actively took part in workshop on **Oracle Financials Suite “Pay to Procure”** Module offered by Institute of Cost & Management Accountants of Pakistan Multan



IT SKILLS

- Communication skills.
- Organizational skills.
- Writing.
- Problem Solving.
- Troubleshooting.
- Project Management.

- Planning.
- Microsoft Office
- Comprehensive System Support Skills



EDUCATION

- 2017:** **Certification in Supply Chain Management** from National University of Management Sciences, (NUST) Islamabad, Pakistan (**Certificate Awarded**)
- 2008:** **MBA (Accounting, Finance & Investment Portfolio)** from University of Lahore, Lahore, Pakistan with CGPA 2.52
- 2006:** **B.Com (Accounting, Auditing & Economics)** from Bahauddin Zakria University, Pakistan with 58%
- 2003:** **F.S.C (Pre-Engineering)** from Central Degree College, Multan with 51%
- 2001:** **Matriculation (Sciences)** from Nishat High School, Multan with 56%



PERSONAL DETAILS

- Date of Birth** : 16th August, 1985
- Languages Known** : English and Urdu
- Marital Status** : Married
- Address** : House No. 289, Street No. 3, Sector G-8/2, Islamabad, Pakistan