

Khurram Shehzad

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DOB: 16 September 1974



Personal Profile

An MBA finance who has strong belief in hard work, honesty and loyalty to the organization. Carrying transferable skills with 20 years of diversified work experiences in various fields of supply chain. Team leader and a mentor who feels happy in winning and growing with the team and taking ownership of results, and challenges as an opportunity to excel. Ambitious to learn quick and upgrade by taking initiatives and leading team to meet deadlines. Keen in striving for fruitful improvements, impacting efficiencies, profitability and analytical approach in problem solving.

Core Competencies

- Budget Planning OPEX
- Cost Reduction
- Detail Critical analysis
- Problem Solving
- Demand Forecast
- Leading Team
- Negotiation & persuasion
- Motivational Mentor
- Project Change Management
- Logistics & freight Management
- Warehouse management
- Improving ERP systems
- Procurement / Outsourcing
- Contract Management

Academic Qualifications

MBA

1996-1998

Major in **Finance** with additional

MIS (Management Information System) and

SAD (System Analysis and Design), GPA 3.6

Al-Khair University (AJK), Islamabad-Pakistan

B.Sc.

1993-1995

with Chemistry, Punjab University-Pakistan

Govt. College Asghar Mall, Rawalpindi-Pakistan.

Work Experiences:

Below is the detail of past 20 years where I have been associated with various **supply chain functions, business operations, procurement (local and imports) / outsourcing, contracts, (Technical & commercial Bidding), logistics/distribution and warehouse management**, in local and

multinational companies of industries related to **Telecom, IT services, Trade & FMCG**. Dealt with materials related to **Finished Goods, Raw material, Production Engineering, Telecom, IT, Electrical and General**.

June 2016 – FEB 2022

Commercial Finance Manager

Techaccess FZ LLC (Riyadh).

Distribution of IT software services

General Management, Finance, Cash Flow, and Supply chain operation

- Representing branch in Saudi Arabia and managing its business Operations, supply chain, administrative and financial matters, worth sales revenue 45m SAR.
- Supporting commercial sales team in Bidding (RFPs), distribution margin, mitigation of risks, payment terms & delivery terms.
- Close working with Partners from booking to delivery ensuring the PO T&Cs are adhered to, and expediting resolution of issues in logistics and finalizing freight forwarders, for timely order deliveries & customs clearance.
- Proactive liaison with Client's Finance & Operations Teams to devise and implement payment solutions, introducing clauses in LC to facilitate payment, utilization of incentives & rebates and ensuring timely payments to Local Strategic Suppliers
- Managing the Company's day-to-day financial issues & Running Petty Cash, Regular review, monitoring and managing of Receivables, Collections (/Bookings) & Cash Flow, Liaison with bank for account management, Letter of credit (LC) and discounting. Disbursement of Payments
- Owner of Bank Relationship, working with Trade, Treasury, and client's banks to expedite LC crystallization. Maintaining awareness of latest financial regulations to reduce Company's Compliance risk.
- Review of Agreements with external stakeholders like Freight Forwarders, Shipping, Clearance & Warehousing Companies to work out the best mix, and working with Operations team to identify operational gaps and minimize costs.
- Supporting Regional VP and coordinating with Local CPAs and Head Office to ensure Company fulfillment of local Statutory requirements such as Branch Audits, Tax (Zakat) & Saudi Nitaqat Program. Looking after legal and Tax related matters with authorities & Liaison for financial Audits & Tax returns, VAT, WHT etc.
- Looking after inventories in stores & with 3PL partners, for quick turnover and analyzing need for disposal of slow moving and dead (obsolete) stock

Oracle Partner Hub Manager – Managing Training Facilities for Oracle

- Working in close liaison with Oracle as front end of Tech Access, to oversee the running and administration of the Oracle Training Facility & Oracle Partner Hub on a day-to-day basis.
- Dealing with events and bookings, arranging meetings, liaising with partners, running joint Oracle marketing campaigns with partners, promoting to partners and overseeing budgets and expenses.
- Providing Logistical Support, supporting the processes of bookings & Event Costings.

Jan – 2010 – to Nov 6-2015
Manager Warehouse & Logistics

Coca-Cola beverages Pakistan Ltd.
FMCG industry & Multinational

- Managed Team of more than 60 + individuals at the plant for running smooth operations of warehouses & distribution including finished goods, raw materials and production / Eng. and fleet store
- Managed varied warehouse operations at different locations; Islamabad, Rahim Yar Khan, Faisalabad, & Multan with varying capacities of approx. area 56,000 sqft with best house-keeping practices, HSE standards and GMP.
- Inventory management, and distribution of more than 900,000 physical cases per month.
- Demand operation planning and availability of stocks for customer at its prime age (FEFO/FIFO).
- Ensuring fleet and man handling equipment (MHE) remains sound for operation, maintenance remain within budget, at the same time devising cost control fleet spares for Fork lift trucks (FLT), long haul and commercial vehicles.
- Managed spares inventories, taking action on slow moving items (SMI), dead stock (DS) and its management in SAP & BASIS.
- Maintaining efficient utilization of Haulages and management of cost i.e., Prime Mover and 3PL 150 vehicles to provide timely services between plants and warehouses.
- Outsourcing of fleet repair and maintenance system.
- Source Matrix: shipped goods directly from source in order to reduce freight and eliminate double handling cost and time.
- Implemented Palletized Loads to eliminate third party labor involvement to reduce cost and time in loading.
- Planning budget for CAPEX and OPEX items for infrastructural development projects.
- Monitoring and controlling OPEX, ensuring maximum profitability.
- Controlling freight cost, selection of economical Freight forwarders and maintaining logistic contract with them for timely, minimum freight availability
- Scheduling staff for shift operations 24x7 hours and be ready for timely resolution of contingencies.
- Participated and successfully met the requirement of company's audit standard related to HSE, SGP, OHSAS, E1, & QEOSH

Oct 2008 – Nov 2009
Manager Commercial

Makkays Hi Tech. Systems.
Nationwide Trader dealing Hi Tech, IT products to
Telecom industry
Kulsum Plaza, 42 Jinnah Avenue Islamabad.

Managed a team of 19 members in commercial department performing various functions as follows:

Contract Management

- Pre-Bid analysis, supporting Technical and Sales department in formulating BOQ, Pricing and Tender requirement for Bidding.
- Meeting Customer for clarification and negotiation to conclude the contract.

- Post-delivery acceptance of documents and invoice collections.

Procurement (imports & local purchase), Order fulfillment and follow up

- Ensuring timely and accurate submission of RFQ & Order placement
- Striving for reduction in cost, and delivery time.
- Co-ordinate for timely resolution of discrepancies and follow up with customer end.

Logistic (Freight Forwarding and Customs Clearance)

- selection of right, least cost, competitive freight forwarders.
- Ensure accurate, and timely dispatch instructions to overseas suppliers after appraising the dispatch documents to avoid delay in custom clearance.
- Tracking of consignments in transit, clearance on time by clearing agents.
- Disbursement and management of payments of freight forwarders and custom clearing agents.

Warehouse / Inventory Management.

- Ensuring all consignments were properly inspected and maintained in ERP system.
- Customer deliveries are ready on time for dispatch (DIFOT) & proper mode adopted for cost reduction in local freight forwarding.
- Inventory management: to liquidate the stock on hand prior to further order, hence reducing storage charges, both in house warehouse and third part logistic warehouse (3PL).
- Physical stock taking and stacking of inventories w.r.t. holding bay, RMA, obsolete /discontinued, and sale able stock.
- Monitoring the RMA processes for timely execution and delivery to customers.
- Analysis of Slow moving and Dead stock for quick liquidation / disposal.

2004 - 2008.

Procurement Manager

And afterwards

Outsourcing Product Manager

Huawei Technologies Pakistan (Pvt) Ltd

Multinational Telecommunication Service Provider

Saudi Pak Tower, Islamabad

- Turnkey Projects management; regarding procurement of local outsourcing Material and services involving material like Generators, Air conditioners, Fire suppression system, DDF, OFC, Network Tools/ instruments, Shelters/containers, Power integration system and Microwave etc.
- finalizing the Vendor pre-qualification. Evaluation and selection.
- Awarding Final commercial Contracts after negotiations with vendor.
- Management of Purchase Orders and its Follow –up for timely logistics and Delivery on required destinations.
- Management of Changes in Order and Payments
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Tasks performed as Outsourcing product manager are as follows:

- Analytical study of Bid Documents of Customers (RFP) both in terms of commercial and technical.
- Preparing the Bid, both commercially and technically after reviewing the BOQ/BOM, specifications and design layout.

- Preparing the contract draft related to outsourcing products and finalization for customer's acceptance and implementation.
- Streamline the co-ordination with Network Planner Design and liaison with Procurement department in finalizing vendor and price for Economic Technical Solution to customers.

Project Achievements: Being an important member of Huawei bidding team led me to contribute efforts in winning many successful projects which included NGN, IPTV, GSM, CDMA, OFAN etc.

2000-2003 Commercial Professional Purchase & Logistics Materials Department	Carrier Telephone Industries (Pvt) Ltd. Telecomm. Industry; formerly owned by Siemens Nokia) Sector I-9/2 Islamabad-Pakistan.
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Job responsibilities performed are stated briefly as follow: -

- Management of materials required for production and reporting to GM and MD.
- Vendor's pre-qualification and evaluation
- Supporting ERP department for improving MIS.
- Documentation and restructuring of purchasing system (7.4 section of Quality Standard Manual ISO-9001: 2000)
- Enquiry Generation / BOQ, Comparative statements, Order Processing and follow up, Material appraisal with Quality department and Production department.
- Procurement and logistics of various categories of materials like Vehicles, Office Supplies, Mechanical Tools, Computer Hardware, Software, Network equipment (IT related), and Packaging Materials etc.

Trainings:

Aug 6, 2014	Customer Orientation	Octara
Sept 30 - 2 Oct 2014	Strategic Thinking	LUMS
Oct 28 - 30, 2013	Data Savvy & Decision Making	LUMS
Feb 6 – 8, 2013	Leading & Managing Change	LUMS
Jun 18 - 19, 2012	Maximize your Productivity	Saad insha
Oct 5 – 6, 2010	Presentation Skills	CMD
Sept 26 – 27, 2002	PS internal Auditor ISO 9001:2000	DQS
 Overseas Training:	 Huawei University, China	
Procurement of Materials	Coca cola (CCI) Bursa, Turkey	
Supply chain Practices		

Skill Profiles

The following skills were obtained during my study courses and work experiences.

Communication

- **Good communication skills**, acumen of financial, technical and business communication.

- **Advising and counseling Skills;** experiences with staff members helped me to improve nature of work in computer-based environment, ERP and to come up with strong opinions in accepting proposals for betterment.
- **Negotiation and Persuasion** skills improved by handling matters of Vendor's evaluation, in building new contacts with vendors and customers.

Problem Solving

- MIS (Management information System) and SAD (System Analysis and Design) have made better understanding of System Flow charts / DFD to understand and visualize alternative solutions to problem.
- daily operations activities enhanced these skills for identification of problems and finding out their possible solutions for customer satisfaction.
- Able to improvise ERP system (AS 400 IBM, BASIS, SAP, Oracle, Orion), parallel run of new system and transforming changes.
- Capable to solve problems regarding IT, software and installation / repair in computer system and other affiliated tools necessary for maintaining smooth and uninterrupted operations.

Teamwork

- leading the team by taking initiative and possession of motivational skills to represent department in higher-ups.
- Courageous in expression of opinions among team members and in front of customers on meeting table leading to win-win situations.

Creativity

- Brainstorming, designing System (Management Information System) for effective utilization of time, and database. Designing of organizational charts, system flow charts and processes for improvements or new change.

Computer & ERP skills

- Good knowledge of ERPs (IBM AS-400/e, BASIS, SAP, Oracle, Orion) and computer software, MS office packages, Microsoft Words, Excel (Power BI), outlook and PowerPoint.

Languages

- Fluent English (verbal, read, write)
- Arabic: beginner level (read, write)
- Urdu, & Punjabi (Native)

Interests

- Web designing and net browsing.
- Reading news, novels and articles
- Listening Songs, watching movies.

References

Can be provided on request.