

# Muhammad Majid Tanveer

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Holding valid UAE Driving License

## Procurement Specialist with 10+ Years of Experience in UAE and Pakistan

### PROFILE

A meticulous, dedicated procurement and logistics professional. Experienced in building and leading procurement operations to improve efficiency and reducing costs. Use proactive approach towards procurement domain to decrease bottlenecks and improve workflow through working efficiency. I am expert in different modules of ERP systems and have expertise in vendor sourcing and negotiations to achieve mutually beneficially results. Strong understandings for purchasing and aim to optimize the resources properly. Coordinating with all procurement and logistics support maximize profitability. I enjoy working as part of a successful and productive team and thrives in highly demanding and pressurized working environments.

### ACADEMIC QUALIFICATIONS

**2006 | Bachelors in Textile Technology & Management | UMT - Pakistan**

**2002 | Intermediate in Computer Sciences | Institute of Business Laureates - Pakistan**

### EXPERIENCE

**Procurement & Logistic Executive | AL Masnaa AL Dawali Perfume | Mar 2018 - Date**

#### Key Result Areas

- Procurement of all component accordingly as per projections;
- Following up all local & international Po's for all projects;
- Making sure that availability of all components for production team;
- Cross checking the invoices & Do's of receiving goods for Grn process;
- Making booking of all import shipments to get goods in house on time; and
- Preparing Grv for all import and local goods to update BOM.

### KEY SKILLS

#### AREAS OF EXPERTISE

- Procurement management
- Logistics management
- Vendor sourcing
- Contract negotiation
- Cost reduction strategies
- Budgeting & forecasting
- Process improvement
- Quality assurance
- Vendor management
- Resource optimization
- Time management
- Effective communicator
- MS Office (Certified)
- ERP softwares
- DYNAMIC AX
- OPTIMIZA
- EMIS

#### PROJECTS

- SWOT Analysis of Atlas Honda for launching its new model.
- Developed a complete project of brand new shirts.

#### PERSONAL SKILLS

- Strong focused approach to work.
- A reflective practitioner, keen to listen to advice and ideas.
- A creative approach to problem solving.
- Ability to work in a team but also as an individual.
- Comfortable working in a challenging environment.

<b>Purchase Executive</b>	<b>Swiss Arabian Perfume L.L.C</b>	<b>Jun 2013-Feb 2018</b>
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### **Key Result Areas**

- Setting up the weekly, monthly, quarterly procurement plan;
- Procurement of raw material from national and international market;
- Development of alternative local sources for imported raw materials which helps in cost saving;
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations;
- Liaison with the production department to maintain optimum inventory;
- Implementing systems to avoid situations like over-stocking / out-of-stock which cause production & financial losses;
- Liaising with finance department for timely payment of bills; and
- Developing reports on procurement and usage of material for top management.

### **For Vendor Development**

- Effective management of vendor database and development of new vendors;
- ABC classification of vendors based on criteria like cost, quality, timely delivery; and
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them and timely clearance of payments & handling vendor inquiries.

<b>Assistant Purchase Manager</b>	<b>Fibertex Industries FZC</b>	<b>Jun 2011-May 2013</b>
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### **Key Result Areas**

- Purchasing all accessories against all orders with suitable price;
- Ensuring all trims deliver on time according to production;
- Maintaining quality parameters of all goods and relation with suppliers;
- Checking& balancing (MOQ) minimum order quantity of all trims and controlling all inventory in store by location wise;
- Making sure all payments of all suppliers according to payment terms; and
- Responsible to purchase everything required for the factory aspects.

<b>Senior Merchandiser</b>	<b>Galihad Enterprises Private Limited</b>	<b>Dec 2007-May 2011</b>
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### **Key Result Areas**

- Serving the customer professionally, with the integration of marketing and merchandising expertise with technical support and ensuring top quality at reasonable prices;
- Product development, to assist the customer sourcing power;
- Direct reporting to MM (merchandising manager) and following updates;
- Maintaining top quality standards to attract the buyer's;
- Quality control inspection and audits of all factories on continual basis; and
- Time management to deliver the product on time and managing export documentation.

<b>Merchandiser</b>	<b>Six Sigma Apparels Private Limited</b>	<b>Mar 2006-Nov 2007</b>
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### **Key Result Areas**

- Sourcing from all over Asia and offering best price/quality combinations;
- Technical support including garment technicians and Sourcing fabrics/trims from Asia;
- Throughout the production, laboratory tests are carried out to ensure quality requirements of customers; and
- Standard of business practices in factories observed as per our customers' compliance requirements and in-house product development.