

November 08, 2022

Greetings of the day!

Dear HR Manager,

You are receiving this letter and résumé in response to job opening in your company for position of **Procurement Manager**. You must have received large number of applications for this job; however, this letter's objective is not to seek a mere job rather, this letter is an expression of intense desire to add value, bring efficiencies and productivity for the organization. Here is how I could contribute:

1. Being self-motivated & ambitious supply chain management expert, showcasing 13+ years of experience in strategic procurement, demand & material planning, local & international sourcing, purchase management, supply chain & fleet management, vendor management, import/export management, costing, implementing plans, budgeting, KPIs monitoring, negotiating contracts, warehousing, bidding, and inventory optimization that will allow me to greatly contribute towards the success of your organization
2. Being committed & competent problem solver, I have expertise in resource development with respect to supply chain management aspects and maintaining organization's rules and regulations. I am adept in managing contracts, and formulating procurement policy, while executing tactical business solutions and ensuring clients' requirements
3. Being persistent & impeccable professional, I possess strong critical-thinking, analytical and organizational skills; I am all-set to collaborate with teams to create synergy and minimize friction. I have proficiency in Microsoft Office Suite (Excel, Word & Power Point), AutoCAD, Tally ERP 9, Warehouse Inventory System, Transportation Analysis Tools, Tracking Software & Automated Computer System
4. I am flexible and propelled professional, having expertise in excellent analytical, communication, problem-solving, project management, quality assurance compliance cross-functional, and competitive intelligence skills. I have proven record of handling various aspects of project including suppliers and vendors' negotiations

My enclosed résumé provides you more details of my qualification. You will find me available at my cell number +973 (39) 854849 or email w.bashir088@hotmail.com to decide about meeting and gauge my compatibility with your organization.

Looking forward to meeting you!

Sincerely,

Waqas Bashir

Experienced Supply Chain & Procurement Management Specialist



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Experienced Supply Chain & Procurement Management Specialist



w.bashir088@hotmail.com



+973 (39) 854849



January 24, 1988



<https://bit.ly/3zT4Bfo>



@waqas_088



Cadbury143

Why *Waqas*?

- Dynamic & highly-dedicated supply chain management specialist having 13+ years of professional experience in strategic procurement, demand & material planning, local & international sourcing, purchase management, vendor management, and supply chain & fleet management. Possesses expertise in import & export, budgeting & costing, negotiating contracts, warehousing, bidding, drafting bills, and analyzing work-place efficiency
- Performance-oriented professional having experience in development of KPIs & procurement/sourcing plans; highly skilled at resource development. Possesses immaculate skills in executing tactical business solutions & ensuring clients' requirements; having experience in formulating & implementing supply management policy
- Effective team player possessing skills in contract development & management and strategic planning. Able to assess performance measures. Has proven record of handling various aspects of project including vendors' negotiations; adept at identifying troublesome areas and implementing & recommending corrective measures
- Articulate communicator highly capable of leading teams and projects to add value, reduce costs and improve financial and operational performance; excels at collaborating across departments, coordinating with staff to complete projects on time and within budget. Has demonstrated success in negotiating win-win compromises

CORE STRENGTHS & ENABLING SKILLS

- Procurement/Warehousing
- Supply Chain Management
- Import/Export Management
- Risk Assessment & Mitigation
- Contract & Supplier Negotiation
- Sourcing & Logistics Management
- Resource & Vendor Development
- Inventory Optimization/Handling
- Regulatory & HSE Compliance
- Business Reporting Skills
- Team Leadership & Interpersonal Skills
- Communication & Presentation Skills

TOOLS & TECHNICAL SKILLS

Microsoft Office Suite (Excel, Word & Power Point) | AutoCAD | Tally ERP 9 | Warehouse Inventory System | Transportation Analysis Tools | Tracking Software | Automated Computer System for Stock Control

NOTABLE ACHIEVEMENTS

- ✓ Managed more than 200 suppliers in domestic/foreign markets & led more than \$800MM in total spending
- ✓ Developed dynamic labelling system, resulted in reducing time in writing labels by hand by staggering 50%
- ✓ Executed advanced quality control procedures, resulting in 30% decrease in product returns/complaints
- ✓ Reorganized warehouse inventory system, making the process 50% less cumbersome to handle. Negotiated with fleet leasing companies for lowest lease rates, including sales or disposition of used fleet vehicles

PROFESSIONAL EXPERIENCE

Pavilion Group (Pavilion Renewables, Pavilion Energy & Pavilion Water), Manama, Bahrain

Working as "**Head of Supply Chain Department**", January 2021 – Present

Responsibilities/Accomplishments:

- Spearheading team of professionals, injecting motivation and conducting training needs analysis of staff, while administering procurement team performance, developing procurement, and plan long-term goals
- Acting as primary contact for procurement related questions, training, policy and procedure interpretation and alignment by all departments. Managing contracts & executing procurement-related training programs
- Executing purchasing strategies & handling purchasing activities. Fostering supplier relations & negotiating contracts, prices, timelines, etc., while maintaining supplier database, records, and related documentation
- Preparing cost estimates & managing budgets, while improving purchasing systems and processes. Leading targeted cost-saving meetings & adeptly analyzing business practices for diverse units for smooth working
- Evaluating existing processes to ensure maximum efficiency and effectiveness and implementing changes, with complete understanding of market, citing current prices and fair rates for supplies. Aptly monitoring and reviewing bids and quotes with potential suppliers, and evaluating service agreements and contracts
- Overseeing sources for purchasing supplies, maintaining company's budget, and handling costs, while controlling impact from cost down and R&D projects. Preparing reports and KPIs regarding procurement
- Handling import & export documentation, managing transportation, and coordinating racking & storing, while arranging maintenance of shipping vehicles, analyzing daily sales/purchase, and generating reports

Mahmood Al Nooh Contracting W.L.L, Manama, Kingdom of Bahrain

Worked as ***“Purchase & Warehouse Manager”***, April 2017 – December 2020

Responsibilities/Accomplishments:

- Streamlined all processes and functions & directed team of 35 within warehouse. Maintained high standards of materials handling, while controlling stock levels and ensuring warehouse security and accountability
- Using automated computer systems to monitor stock control, articulated incident and performance reports, and implemented new projects, while ensuring compliance with all health & safety regulations/guidelines
- Scheduled work & routes to meet fluctuations in staffing levels & workloads, while ensuring timely execution of all freight receipts & deliveries. Updated/maintained computerized/paper based administrative records
- Supervised, motivated, trained, and developed staff, as well as visited clients to monitor quality of service, while efficiently handling disciplinary & grievance procedures and achieving higher customer satisfaction

Al Hallaq Construction, Manama, Kingdom of Bahrain (July 2011 – August 2016)

Worked as ***“Purchase Superintendent & Warehouse In-charge”***, September 2012 – August 2016

Responsibilities/Accomplishments:

- Negotiated contract terms of agreement/pricing, tracked orders & ensured timely delivery, while reviewing quality of purchased products. Entered order details (vendors/quantities/prices) into company's databases
- Maintained/updated records of purchased products, delivery information and invoices, while preparing reports on purchases, including cost analysis. Placed orders and monitored/ensured minimum stock levels
- Maintained suppliers' database, purchase records, and related documentation. Adeptly coordinated with internal teams and prospective employees for completion of contractual agreements before scheduled dates
- Interacted with clients and vendors for smooth operations with regards to on-going projects. Liaised with subcontractors for proper paperwork, including contracts, CCB status checks, and insurance certificates

Major Achievements:

- Promoted as ***“Purchase Superintendent & Warehouse In-charge”*** after serving as ***“Procurement Assistant”*** (January 2012 – September 2012)
- Promoted as ***“Procurement Assistant”*** after serving as ***“store keeper”*** (July 2011 – January 2012)

PRIOR EXPERIENCE

- ❖ Worked as ***“Officer Manager”*** at Pak Shahid Developers, Lahore, Pakistan (August 2008 – June 2011)

PROFESSIONAL QUALIFICATION

- **Chartered Institute of Procurement and Supply, Bahrain** (In Progress)
CIPS – Level 4 (Candidate)
- **Federal Urdu University, Lahore, Pakistan** (2007 – 2010)
MBA (Finance)
- **University of The Punjab, Lahore, Pakistan** (2005 – 2007)
B.Com

Language Proficiency: English | Arabic | Urdu

Driving License: Valid Bahrain Driving License

Passport No: BF3849853

Marital Status: Married