



ABDUL REHMAN

> About me

Professional with multiple years of experience of planning, managing procurement & supply chain operations. Adept at implementing effective merchandising strategies, improving quality and costing. Strong background in Sourcing and service, shrink control, and loss prevention. Dedicated and committed to grow business and cut cost. Hold extensive knowledge of business practices, economics and acquiring. Priorities strong communication skills to delegate tasks and lead employee effectiveness

CONTACT

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EDUCATION

> 2019-2021

MSC (Supply Chain Management)

Nation Collage of Business Administration

> 2017-2018

B.COM (I.T)

University of Central Punjab

> 2014-2015

ICS (Computer Science)

Punjab Group of College

EXPERIENCE

> Jan 2023 - Mar 2024

Executive Procurement & Supply Chain

AR & Marwa Group (Soul city), PK

- Make sure smooth supply chain process, Ensure best planning strategies for uninterrupted work flow.
- Performing research and communicating with vendors and suppliers to find the best goods and services for the company.
- Source and procure best item with standard quality from the Market locally and internationally.
- Creating quote requests, vendor or supplier contracts, and updating it as needed.
- Actively involved in negotiating pricing.
- Making Comparative for best lowest rates.
- Creating purchasing orders and procuring company goods and services.
- Establishing and developing good working relationships with vendors and suppliers.
- Responsible for tracking orders and ensuring timely delivery.
- Responsible for Preparing reports on purchases, including cost analysis etc.
- Use ERP for online and advanced work management, Manage record and inventory database.
- Oversee inventory management tasks, store supplies, and front-end operations.
- Work closely with the general manager to deliver a statewide phasing plan for efficiently moving merchandise every quarter

Aug 2022 - Jan 2023

> Procurement Officer

US Apparel, PK

- Working with the Procurement and Supply Chain function.
- Planning & placement of required garments accessories to relevant suppliers.
- Responsible for comparing and evaluate offers from suppliers.
- Establishing and developing good working relationships with vendors and suppliers.
- Actively involved in negotiating contract terms of agreement and pricing.
- Responsible for tracking orders and ensuring timely delivery.
- Responsible for Preparing reports on purchases, including cost analysis etc.
- Monitoring stock levels and place orders as needed.
- Use ERP for online and advanced work management, Manage record and inventory database.

SKILLS

- Negotiation Skills
- Analytical Skills
- Supplier Relationship Management (SRM)
- Contract Management
- Vendor Management

TECHNICAL SKILLS

- MS OFFICE (WORD, EXCEL)
- SOFTWARE (ODOO, ERP)

> Dec 2021 - Jul 2022

Procurement Supply Chain Officer

Airlift, PK

- Working as an officer supply chain/ procurement function
- Creating purchasing orders and procuring company goods and services based on an approved budget.
- Performing research and communicating with vendors and suppliers to find the best goods and services for the company.
- Creating a database of invoices, purchase orders, quote requests, vendor or supplier contracts, and updating it as needed.
- Making Comparative for best lowest rates.
- Establishing and developing good working relationships with vendors and suppliers.
- Reviewing all purchase-related documents for errors before it is sent to the accounting department.
- Tracking and maintaining the status of orders, and reporting any delivery issues to affected supervisors.
- Responding to emergency requests and expediting orders as needed.