

# ABDUL SAEED (MBA, BS)

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Al Satwa, Dubai.



## Objective:

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To leverage my six years of demonstrated expertise in managing essential business models within procurement and supply chain, coupled with a strong track record in both office and field environments. Seeking a challenging role where I can apply my skills in managing complex processes for project and process organizations, utilizing my academic background in management, supply chain, and procurement to contribute effectively to the success of the team and organization.

## Education:

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- Master of Business Administration (**MBA**) | University of Karachi | Achieved 2021  
Specialization in Supply Chain Management (Document is UAE Embassy Attested)
- Bachelor of Science (**BS**) (16 years Education) | Virtual University of Pakistan | 2019  
Specialization in Management

## Professional Experience:

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Designation: **Accountant**

Organization: Bahar Green Landscape & Gardening Works & Maintenance

Country: **UAE**

Tenure: December 2023 – Present

- **Financial Reporting:**
  - Prepare and analyze financial statements, ensuring accuracy and compliance with accounting standards.
  - Generate monthly, quarterly, and annual financial reports for management review.
- **General Ledger Management:**
  - Maintain and reconcile the general ledger, making adjustments as necessary.
  - Oversee the accuracy and completeness of financial records.
- **Accounts Payable and Receivable:**
  - Manage accounts payable processes, including invoice verification and timely payments.
  - Monitor accounts receivable, ensuring timely collection and reconciliation.
- **Budgeting and Forecasting:**
  - Collaborate with management to develop annual budgets and financial forecasts.
  - Provide variance analysis and insightful commentary on budget performance.
- **Compliance:**
  - Stay updated on accounting regulations and ensure compliance with local and international financial standards.

- Assist in the preparation for external audits and liaise with auditors.
- **Financial Analysis:**
  - Conduct financial analysis to support strategic decision-making.
  - Identify trends, opportunities, and potential areas for improvement.

Designation: **Supply Chain Manager**

Organization: ProcSystem International Pvt Limited

Country: **Pakistan**

Tenure: July, 2019 - December, 2023

- Spearheaded end-to-end supply chain operations, optimizing processes to improve efficiency and reduce costs.
- Innovatively implemented inventory management strategies, resulting in a reduction in carrying costs
- Established strong relationships with key suppliers, negotiating favorable terms and ensuring on-time deliveries.
- Led cross-functional teams to streamline logistics and distribution, enhancing overall supply chain performance.
- Estimate and establish cost parameters and budgets for purchases
- Create and maintain good relationships with vendors/suppliers
- Preparing technical offers and following up on them with concerned departments to ensure that projects are started and negotiations can be done on the same with vendors
- Make professional decisions in a fast-paced environment
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Managing vendor database and ensuring procurement is done on lowest possible prices
- Develop plans for purchasing equipment, services, and supplies
- Negotiate the best deal for pricing and supply contracts
- Ensure that the products and supplies are high quality
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development
- Work with team members and procurement manager to complete duties as needed.

Designation: **Procurement Officer**

Organization: Unisons International

Country: **Pakistan**

Tenure: October 18, 2018 – July 25, 2019

- Conducted market research to identify potential suppliers, negotiating contracts and agreements to secure favorable terms.
- Implemented cost-saving initiatives, leading to a reduction in procurement expenses.
- Collaborated with internal stakeholders to understand their needs and provided strategic procurement solutions.

- Identifying the right supplier and managing purchase contracts with the suppliers with regards to price, quality, and supply.
- Preparing technical offers and following up on them with concerned departments to ensure that
- Projects are started and negotiations can be done on the same with vendors.
- Preparing Comparative Statements to compare prices of items from different suppliers to ensure lowest cost is selected.
- Managing vendor database and ensuring procurement is done on lowest possible prices
- Negotiating and proof reading of contracts with suppliers and vendors on various projects
- Documentations regarding for purchasing product.
- Negotiating on Assortment Planning with Operations team (customer side).
- Authorization of purchase order and follow up the timely supply
- Maintain updated records of purchased products, delivery information and invoices
- Track orders and ensure timely delivery
- Ensuring payment to vendors is made on time.
- Ensuring proper documents and paper-work is done for payment to vendors and record-keeping

Designation: **Intern**

Organization: MCB Bank (Corporative Sector Banking)

Country: **Pakistan**

Operations Management Group - MCB (November 20, 2017 – January 01, 2018)

- Completed a comprehensive internship at MCB, a leading banking player in the industry.
- Focused on Operations Management, gaining practical insights into efficient banking processes.

#### **Certifications:**

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|---|----------------|
| • Certified Supply Chain Professional (CSCP)                    | Achieved: 2019 |
| • Six Sigma White Belt – Aveta Business Institute USA- CSSC     | Achieved: 2019 |
| • Certified Computerized Accounting: Skills Development Council | Achieved: 2015 |

#### **Skills:**

- Inventory Optimization
- Negotiation Skills
- Back Charge & Claims
- Leadership and Teamwork
- Strategic Planning
- Process Optimization
- Vendor Relationship Management
- Cross-functional Collaboration

#### **References:**

Available upon request.