

QAZI RIZWAN RAUF

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U.A.E Driving License 11 Years Old

SUMMARY

Supply Chain Management and Accounting Professional with 21 years of progressive experience including preparing tender plans, purchase requisitions, purchase orders, release orders, selection of bidders, execution of contracts, warehouse inspection, GR's and analytical reporting in an automated environment, accounts P/A – R/A and general ledger. Particular strengths include excellent oral and written communication skills, strong work ethic, and superior attention to detail.

WORK EXPERIENCE

March 2019 – Present - Procurement Assistant - Mari Petroleum Company Ltd, Pakistan.

- Initiate & execute Purchase Requisitions (PR's) in SAP within planned schedule.
- Undertake the tendering, evaluation, placement of PO's/RO's in SAP MM Module.
- Prepare RFQ's/Tender's, selection of suppliers, specifications, tender evaluations, proposals and alignment of supplier's shortlist for negotiations and contracting efficiency.
- Managing database of all PR's/PO's/RO's in SAP MM Module.
- Administering material inspection and storage as per company standards.
- Responsible to reconcile all invoices according to PO's/RO's in SAP at the end of the project.
- Expert in SAP T-Codes: ME51N, ME52N, ME53N, ME54N, ME21N, ME22N, ME23N, ME29N, MB52, MM03, MB5B, ML81N, ZMSHEET.

June 2014 – February 2019 - Procurement & Finance Assistant - Bahria Town Private Limited – Islamabad, Pakistan.

- Manage & execute contract documents within specified time frame.
- Invoice Processing/ review/verification. Preparing of Bank Payment Vouchers and JVs.
- Prepare and issuing of cheques to vendors.
- Prepare monthly Bank Reconciliation Statement, Invoice Aging Report & process Claims.

March 2013 – April 2014 - Executive (Sourcing & Contracts) - PETRONAS Iraq Garraf Ltd - Dubai, U.A.E.

- Manage the tendering, evaluation, placement of PO's in SAP system.
- Prepare Tender's/RFQ's, selection of suppliers, specifications, tender evaluations, proposals and alignment of supplier's shortlist for negotiations and contracting efficiency.
- Maintaining Supplier's database upon their performance for better contracting.
- Participate in complete bidding process from bid issuance to award recommendation letters.

July 2011 – February 2013 - Purchasing Officer - OMV Pakistan Exploration GmbH – Islamabad, Pakistan.

- Execution of tenders and RFP within planned schedule.
- Undertake the tendering, commercial evaluation, placement of Purchase Orders in SAP system.
- Managing the bidding process including all bidder clarifications and communications through to PO/Contract award.
- Prepare and release PO's and Contracts with detailed SOW, delivery time period, payment terms and another contractual T&Cs.
- Prepare award recommendation letters according to approval of limit of authority (LOA).

Jan 2006 – June 2011 - Purchasing Executive - PETRONAS Carigali (Pakistan) Ltd – Islamabad, Pakistan.

Purchasing Efficiency

- Initiate & execute tenders within planned schedule required for value < USD 200K.

Procurement Value Creation

- Develop and apply effective procurement strategies resulting in overall lower costs of contracts and purchases.

Prepare & Execute Final Contract Documents

- Prepare & execute final contract documents within specified time frame (above USD 200K).

Inspection of Warehouse

- On quarterly basis, inspection & verification of inventory with asset tagging for audit purpose.
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Aug 2003 – Dec 2005 - Accounts Executive - Aghaz Consultants – Pakistan, Islamabad.

- Processing of various (Payable vouchers) payments in Sun Accounting System.
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Aug 2002 – Jul 2003 - Accounts Assistant - Legend Tricots (Pvt.) Limited – Pakistan, Islamabad.

- Processing of various (Payable vouchers) payments in ledger book.
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EDUCATION

Jan 2002 - BACHELOR OF COMMERCE - UNIVERSITY OF THE PUNJAB - Rawalpindi, Pakistan.

RELEVANT SKILLS

Computer Skills

- **SAP** (Purchasing Module/ MM Module /FI / Bank Recons / A/P)
 - **Maximo** (PR's/ Inventory / Purchasing Module)
 - **Sun System** Add-In – Vision XL
 - **MS** Excel, MS Word & MS Power Point, Outlook
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PROFESSIONAL CERTIFICATIONS

Courses/ Seminar/ Workshop

- **Effective Purchase Management** - Pakistan Institute of Management, Lahore, Pakistan – Nov, 2010
- **Advanced MS Excel** – Pakistan Institute of Management, Lahore, Pakistan – Apr, 2007
- **Accounting Concepts & Practices** – Pakistan Institute of Management, Lahore, Pakistan – Nov, 2007
- **Basics of Business English** – Pakistan Institute of Management, Karachi, Pakistan – Dec, 2006