SHAHID HUSSAIN

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SUMMARY

* Motivated Procurement Expeditor/Stores Manager . Recognized for assessing operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well-organised with excellent leadership and team building record. Excellent shop and safety skills honed from experienced Human scale.
* Strong team collaboration skills. Work closely with team members to achieve goals.​

SKILLS

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| --- | --- |
| Results-orientedOperations managementClient-focusedExcel in areas of maintenanceQuick learnerComputer proficientEducation: Bsc, Diploma In ComputersDiploma in Tourism Studies Online Diploma In Supply Chain Management  | Microsoft OfficeFile/records maintenanceReports generation Financial records for Invoices and BillsContract negotiation of Material Part |

EXPERIENCE

04/2014 to Current

**Rash Builders India Pvt Ltd**

**Procurement Officer / Stores Manager**. － Srinagar Kashmir, Jammu and Kashmir

Reported maintenance and repair needs for transportation vehicles and equipment

Tracked orders using functional systems and coordinated with warehouse workers for proper storage and distribution of products

Directed investigations to verify and resolve customer or shipper complaints

Oversaw daily operations over of all sites

Implemented new team on boarding program, reducing training time from 4 weeks to 2

Monitored multiple databases to keep track of all company inventories

**Procurement Expeditor/Stores Officer**

 **Fujseng Construction LLC － Fujairah , UAE**

**2010 -2012**

Monitored multiple databases to keep track of all company inventory

Supported Mechanical supervisor in improving operations and resolving issues to deliver top-notch customer service

Oversaw daily operations over clients accounts with a combined annual budget of $10 Million

Managed team of 50-60] employees, overseeing the hiring, training, and professional growth of employees

Procurement Expeditor 2010 to 2011

Organization : Mushrif Construction LLC & FUJSENG CONSTRUCTION LLC Abu Dhabi

 Position : Purchasing Executive /Procurement Expeditor /Procurement Coordinator /Supervisor

 2008 -2010

 Job Description: Reporting to the Procurement Manager to assist with the establishment and management of contract and procurement strategies specifically related to services contracts to ensure the contractual delivery and compliance of service levels, statutory and regulatory, operational and maintenance requirements.

Additional responsible as following;

1. Procurement consultant for all service contracts.

2. Responsible for the sourcing service’s master data development and effective implementation of the data in SAP. To develop and manage master data to the internal customer’s requirements.

3. Responsible to ensure that the master data for services are updated, as and when required.

4. Research, determine, develop and deploy appropriate business processes, systems and standards that enable Procurement operations to acquire cost effectively and efficiently the services required in all locations.

5. Assist in the development of service contract sourcing strategies. Act in a supportive procurement consultative role.

6. To act as Procurement representative in respect of all Procurement support services to procurement and other departments.

7. To apply and promote resonance commercial practice and to enforce commercial policy and procedures.

8. To act as SAP super user for procurement services interface with the services module.

9. Drive continuous improvement within the Procurement systems.

10. Create LPO,

11. Send Enquiries to the suppliers Make Comprise as per procedure under the company Policy.

 Additional Responsibility.

 Making Site awareness regarding the timely delivery and also check the on time delivery to the site. With the site management at the time works on the different projects reports to top management about the work progress .At the time of delivery makes sure that the item should be deliver as per specification .Also looks closely to site work progress. Prepare Pos deals with suppliers Assess the pos and make sure over the whelming of market and carry job as per schedule .

ERP :PROCUREMENT

 Know the ERP soft wear about the stores and Procurement.

Knows SAP: Well a wear of the basics of the SAP Program for Procurement.

Driving License : Valid Driving License UAE 2008-2018

Organization: **Fujseng Construction LLC Fujairah (U.A.E)**

 2007-2008

 Position: Procurement Expeditor/Supervisor

 Identify and purchase MRP requirements

1. Understand and manage MPS / MRP item parameters

2. Ability to expedite delivery of components to schedule

3. Identify & Organize issue and control of free issue materials and tooling

4. Manages supplier delivery systems to direct to our sites.

5. Contribute to the elimination of cost throughout the to our sites.

8. Develop effective working relationships with Site Management , and staff

Personnel and Suppliers.

8. Resolve technical queries with suppliers.

9. Ensure suppliers understand quality requirements.

10. Understand and manage GP and CCS supply systems.

11. Resolve invoicing queries and controls purchases within budget.

Organization: **Bilfinger Berger FZC Fujairah (U.A.E)**

 **2005-2007**

 Position: Procurement Expeditor/Computer Operator

 Job Description: Expedite engineered equipment and materials in accordance with the Material Management Plan

Expedite the suppliers for compliance with delivery or submission obligations

Probe for and identify steps supplier can take to avoid slippage, minimize impact of slippage or recover lost time

Provide updated material status report (MSR) to convey the current status of the orders

Review PO for delivery schedules, and documentation requirements

Expedite the flow of engineering data from Supplier to Fluor and back

Ensure all export documentation and licenses required for the purchased equipment and material is provided in a timely manner

Work closely with logistics teams to ensure timely and economical movement of orders to final destination

Promptly advise Procurement Management of potential problems and/or delays

Receive, review, distribute and action Shop Expediting Reports

Review purchase orders, change orders, and MSR to verify all line items have been delivered

Initiate and take active role in timely close-out of purchase order files

 Additional Responsibilities

 Maintenance of inventory system with the aid of PEACHTREE premium 2005.

 The main items inventoried are: Caterpillar products, GRP and uPVC pipelines, pumps, filters, gasket , seals etc.

Basics : ERP BASICS

 Organization: AIR TELL MOBILES SERVICE AS IN BOUND CALL EXECATIVE

 2001-2004

 Position: Customer Support

 Job Description:

Answer phones and respond to customer requests.

Provide customers with product and service information.

Up sell products and services.

Identify, research, and resolve customer issues using the computer system.

Follow-up on customer inquiries not immediately resolved.

Complete call logs and reports.

Research billing issues.

Research misapplied payments.

Recognize, document and alert the supervisor of trends in customer calls.

Recommend process improvements.

Other duties as assigned.

Provide on-the-job training for new employees.

Organization: **Public Steel industry.**

 Position : Procurement Asst. Supervisor 1996- 2000

 Coordinate department activities and special projects to ensure quality and meet timetables.

Evaluate department processes. Recommend and coordinate needed changes based on process analysis.

Direct staff in the development, analysis, and preparation of reports.

Supervise staff in accordance with company policies and procedures.

Assist staff to resolve complex or out of policy operation problems.

Establish employee goals and conduct employee performance reviews.

Schedule and conduct staff meetings.

Responsible to meet department productivity and quality goals.

Communicate with other Supervisors and Managers.

Serve on committees and teams as department representative.

Other duties as assigned.

 Skills

· Disciplined & Result Oriented.

· Highly Motivated & Self-Reliant.

· Strong inter-personal & communication Skills

· Ability to work under pressure.

Languages

English Excellent

Arabic Competent working knowledge

Urdu Excellent

Hindi Excellent

Additional Information

Operating System: MS DOS, MS Windows 2010, MS windows 2007.

Packages: MS OFFICE 2010, , XP.