



Hussaina Mazher

Procurement Executive

Sharjah, U.A.E. | +971 507865116 | hsmpainter@gmail.com

EDUCATION

Pursuing CIPS Level 4

Dubai, UAE

Christ University

Bangalore, India

Bachelor of Business Administration, *Honors* with a Major in Finance (CGPA: 3.13)

2016 – 2019

Our Own English High School

Sharjah, U.A.E

Academics: 93% (Commerce with Accounts and Marketing)

2015 – 2016

PROFESSIONAL EXPERIENCE

Procurement and Contracts Coordinator, School Operations, Expo2020

Dec 2021 – Mar 2022

- Managing AED 1.5M+ worth of inventory across all zones, conducting frequent audits and solving discrepancies
- Achieved cost leadership and inventory turnover through skillful negotiation and vendor management
- Oversaw the contract management process and established strong relationships with suppliers to ensure timely and effective delivery of goods and services
- Addressed internal supply problems head-on, developing solutions to prevent loss of items and delay in supply

Procure to Pay Specialist, Al Imlaq Building Equipment Trading LLC

Feb – Dec 2021

- Forecasted and budgeted purchasing needs for the company to maintain inventory and achieve cost leadership
- Negotiated with suppliers to secure favorable contracts, resulting in an average of 15% reduction in costs
- Developed and maintained effective relationships with key suppliers, resulting in improved delivery times and quality
- Led a cross-functional team in the selection and implementation of a new enterprise resource planning (ERP) system
- Conducted spend analysis to identify cost savings opportunities and developed category management strategies

Procurement and Expedite Executive, Abu Dhabi Commercial Corporation

Jan – Dec 2020

- Led RFP and RFQ process, resulting in selection of new suppliers that improved delivery times by 30%
- Managed partnerships with high-value government clients and catered to their timely procurement needs resulting in an increase of repeat orders
- Drafted, estimated and designed to finalize preparations of over 50 private and government tenders
- Facilitated timely arrival of international shipments, prepared AWB and necessary clearance documents for the same

Accounts Assistant, Abu Dhabi Commercial Corporation

Jul - Dec 2019

- Coordinated with local and international clients for inward/outward transactions, including cross-border transactions
- Performed accounts receivable and payable duties, including invoicing, discrepancies, and reconciliations
- Used predictive analysis to estimate future revenue and sales based on market and sales analysis

FREELANCE EXPERIENCE

Site Supervisor- Housekeeping, Linkviva, DAZ

Jan 2023 – Feb 2023

Site Supervisor- Housekeeping, Linkviva, MOTN

Dec 2022

Organized by the Department of Culture and Tourism Abu Dhabi Govt.

- Implemented BICS standards to ensure the highest level of cleanliness was maintained in the facility
- Proactively troubleshooted operational issues to minimize disruptions and maintain efficient operations
- Led a team of housekeepers to provide exceptional cleaning services, resulting in a customer satisfaction rate of 95%

Event Coordinator, Al Sayegh Media, Al Ain Book Fair

Oct 2022 – Nov 2022

Organized by the Department of Culture and Tourism Abu Dhabi Govt.

- Coordinated all aspects of events, from conceptualization to budgeting and vendor management, resulting in successful and cost-effective execution
- Procured necessary requirements for the event, such as furniture, electrical items, and water, within budget constraints
- Created and managed schedules for entertainment and ushers to ensure tasks were carried out in a timely manner
- Managed vendors across various categories, ensuring procedures are followed and are in line with regulations

CERTIFICATIONS

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| Finance & Stock Markets Course, Certified by IIMB | 2016 |
| Amongst 50 selected participants for course in Entrepreneurship Development, offered by KE Global | 2016 - 2017 |
| Supply Chain Management Course, offered by Christ University | 2018 |
| FMVA (Financial Modeling and Valuation analyst) courses by Corporate Finance Institute | 2021 |

COMPUTER & IT SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook) | SAP | Ariba | WMS | Epicor | Tally | IBM SPSS