

# KASHIF ALI

## Supply Chain Specialist

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**VISA STATUS: Freelance (02 Years)**

📅 01/2024 – 01/2026

## EXPERIENCE

### Logistics Coordinator

#### Rocket Star Delivery Services

📅 **01/2024 – Present** 📍 **Dubai-UAE**

- Monitored supply chains & shipment operations to ensure efficiency.
- Engaged in regular communication with clients to ensure satisfaction.
- Ensured timely schedules for client orders and maintained accurate records.
- Utilized logistics IT to optimize procedures and track shipment.
- Recruited & coordinated logistics staff according to availability and requirements.
- Tracked and resolved shipping errors promptly.

### AM Procurement

#### DOLMEN GROUP

📅 **10/2019 – 10/2023** 📍 **Karachi-Pakistan**

- Compiled purchase orders for materials & services procurement.
- Analyzed and controlled cost, negotiated fair costs and maintained vendor relationships.
- Assessed purchase requisitions & made supplier recommendations.
- Provided recommendations to ensure effective procurement process.
- Tracked delivery schedules and resolved delivery issues.
- Responsible for quality control and monthly reconciliation of purchasing orders.
- Actively collaborated in daily procurement activities.
- Exhibit excellent leadership skills, attention quality and deadlines as well as the ability to take ownership of projects and multi-task.
- Assisted the Senior Manager Procurement by providing leadership and direction within the team and with suppliers and vendors.

## SUMMARY

Accomplished Procurement Specialist with over nine years of expertise in Procurement Management and Administration. Known for establishing and nurturing strong B2B relationships, essential in today's competitive market. Proven negotiation skills have consistently led to successful transactions, completed by proficiency in vendor management. Experienced in sourcing a wide range of technical & general items, adept at handling diverse procurement needs. Solid grasp of Accounts & Administration ensures seamless management of procurement processes. Processing of extensive skill set, I am poised to exceed expectations & contribute as a key member of any team.

## SKILLS

- ❖ Procurement Management
- ❖ Vendor Management
- ❖ Project Management
- ❖ Time Management
- ❖ Computer Literacy
- ❖ Leadership
- ❖ Critical Thinking
- ❖ Emotional Intelligence
- ❖ Ability to Work Under Pressure

## EXPERIENCE

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### Procurement Officer

#### Ocean Management



**05/2014 – 10/2019** 📍 Karachi-Pakistan

- Coordinate procurement activities to maintain supplies & services.
  - Develop RFQ, RFQ & RFI.
  - Compare cost & evaluate the quality of supplies, material & equipment.
  - Maintain records, prepare purchase order & other documentation.
  - Supported high performance team to reduce & negotiate effective contracts.
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## LANGUAGES

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### ❖ English

Advanced

### ❖ Urdu

Native

### ❖ Hindi

Proficient

### ❖ Punjabi

Native

## EDUCATION

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### MBA in Supply Chain Management

**KASB Institute of Technology**



**01/2017 – 08/2020**

## CERTIFICATION

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### CPCM

(Certified Procurement & Contract Management)

**BRASI, Pennsylvania USA.**