



## MAIRAJUDDIN

CIPP, CIPM, CIPS (In Progress)

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📍 Location: Dubai, UAE | 🛂 Visa Status: Spouse Sponsor Visa (Valid till Jan 09, 2026)

🚗 Driving License: Yes

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### PROFESSIONAL SUMMARY

Results-driven **Sourcing & Procurement Manager** with over a decade of experience in **strategic sourcing, supplier negotiations, cost optimization, and procurement process improvement**. Proven ability to lead **cross-functional teams in fast-paced, global environments**, delivering significant cost savings and operational efficiency. Strong **influencing and persuasion skills**, with expertise in **stakeholder management, vendor relations, and contract negotiations**. Certified in **CIPP, CIPM**, and currently pursuing **CIPS Level 4 Diploma**.

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### CORE COMPETENCIES

- ✓ Strategic Sourcing & Procurement
  - ✓ Vendor & Supplier Relationship Management
  - ✓ Cost Reduction & Process Optimization
  - ✓ Contract Negotiation & Risk Mitigation
  - ✓ ERP Systems (SAP MM, Oracle Fusion)
  - ✓ Leadership & Team Management
  - ✓ Stakeholder Engagement & Communication
  - ✓ Supply Chain & Logistics Operations
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### PROFESSIONAL EXPERIENCE

#### Senior Procurement Officer

#### Proton Effect, Pakistan (Remote from Dubai)

📅 Dec 2023 – Present

- Managing **indirect procurement** for IT services, facility management, and office supplies.
- Leading **supplier negotiations and contract management**, ensuring best-value sourcing.
- Implementing **cost-saving strategies**, optimizing procurement processes, and reducing operational expenses.

- Overseeing vendor performance, ensuring **compliance with company policies and global procurement standards**.

#### **Procurement Officer**

**Superiority of Modern Services LLC, Muscat, Oman**



**June 2023 – Oct 2023**

- Identified areas for procurement improvement to drive performance and business results continually.
- Fostered vendor relations and management processes by identifying and maintaining direct contact with suppliers.
- Enhanced material and product value by increasing quality and lowering costs through global sourcing and key vendor acquisition initiatives.
- Administered and implemented procedures to promote efficiency and improve performance.
- Always been the key or single point of contact for all the department
- Bridging Stocks & Inventory Management
- Monitor and maintain optimal inventory levels.
- Collaborate with the warehouse and sales teams to track stock levels, reorder points, and replenishment schedules.
- Implement and refine inventory control processes to minimize discrepancies and ensure accuracy.
- Established and negotiated contract terms and conditions to maintain vendor relationships.
- Supporting the end-to-end supply chain organization in design, development, and management.
- Carrying out the entire procurement of Low- and high-volume purchases for internal & external customers.
- Conducted cost/price analysis to guide departments in informed purchasing decisions
- Builds and maintains strong relationships with internal customers, key clients, stakeholders, and suppliers
- Provides cost and price comparative analysis recommendations as requested by department/end user

#### **Senior Manager - Procurement**

**JS Bank Limited, Karachi, Pakistan**



**Jan 2021 – Jan 2023**

- Budget Captain of the Administration department and issue monthly performance review (MPR) reports
- Led end-to-end procurement for corporate operations.
- Implemented Oracle Fusion Sourcing Cloud, streamlining procurement processes.
- Successfully introduced Blanket Orders, reducing administrative workload and procurement cycle times.
- Revamp procedural manuals of Procurement, General Services/Facilities department, Real Estate department, and protocol department
- By implementing MPS we were able to save Rs. 11.0 million on MPS invoices and reduce 2021 papers by up to 3.0 million overall in Pakistan
- Reviewing existing contracts with suppliers and vendors to ensure ongoing feasibility
- Developed Vendor Management System
- Successfully implemented MPS (Managed Printing Solutions) with Follow me features in 284 branches & 50 back offices

## **Retail and Admin Officer**

### **Khaadi SMC**

🏠 05/2019 - 01/2021 📍 Pakistan

- Looking after the administration of complete retail operations. Looking after Security, Electrical, HVAC, HSE, and Maintenance of all 15 stores and Khaadi-owned Restaurant Desi Gali. Close coordination with all retail store managers of my region
- Designing and implementing all SOPs for my region
- Suggesting innovative solutions e.g. cost-effective solutions for repair & maintenance of LED lights
- Negotiating contracts saved 2.5 million per annum for my region in security contracts

## **Assistant Facilities Manager - HR & Administration**

### **Royal Friesland Campina (FORMERLY ENGRO FOODS LIMITED)**

🏠 11/2013 - 02/2019 📍 Karachi, Pakistan

- Rent negotiations, agreements, payments, services & utility management
- Designed and implemented new SOPS, which resulted in 52% cost savings
- Implemented SAP in the HR & Admin department
- Loose billing was eliminated to ensure “transparency” by developing the purchase process as per

## **Warehouse In-charge**

### **Mondelez**

🏠 07/2012 - 10/2013 📍 Karachi, Pakistan

- Designed, prepared & implemented warehousing SOPs (Material Receiving and Storage, Pallet Inspection, Weight Sampling, and Temperature Monitoring) in both Cadbury/Tang plants.
- Worked on the regional Catalyst SAP Project cycle III and was responsible for implementing SAP in warehouses at both Cadbury/Tang plants.
- Implemented Environment & Safety and standards in Finished Goods, Packing Material & Raw Material warehouse/stores at both Cadbury/Tang plants.
- Done a project on extra space in the Finished Goods store Tang Plant & this has resulted in savings of Rs. 2.2 million.

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## **Assistant Procurement Officer**

### **Engro Fertilizers Limited**


🏠 09/2008 - 06/2012 📍 Karachi, Pakistan

- Managed all local procurement needs for the organization, supporting multiple departments including HSE, HR, Finance & Planning, General Accounting, Admin, Information Systems, and Marketing, across over 15 locations.
- Negotiated bulk procurement contracts for critical items such as High-Speed Diesel, Zingro Bags, Jute Bags, and Gold, achieving savings of over 26 million PKR.
- Led SAP "Train the Trainer" sessions, ensuring seamless SAP implementation and end-user adoption for 30 participants from various departments.
- Implemented SAP procurement modules and maintained Vendor Master Data in SAP, creating SOPs for vendor enlistment and ensuring consistent procurement operations.
- Collaborated with internal departments to assist in budgeting and procurement planning, aligning with organizational goals and ensuring cost-effective solutions.

- Developed and executed procurement strategies, ensuring the most economical buying practices while meeting internal customer expectations and maintaining high standards.
- Maintained accurate records of blanket orders and purchase orders, ensuring timely and efficient order processing.
- Ensured on-time delivery of materials and services, closely monitoring supplier performance to ensure compliance with specifications.
- Fostered strong relationships with vendors, regularly assessing vendor performance and driving improvements where necessary.

## EDUCATION & CERTIFICATIONS

 **MBA – Master of Business Administration** – Iqra University, Karachi (2000 – 2002)


 **CIPS Level 4 Diploma (In Progress)** – Dubai, UAE

 **CIPP (Certified International Procurement Professional)** – WingsWay Institute, Dubai


 **CIPM (Certified International Procurement Manager)** – WingsWay Institute, Dubai

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## TECHNICAL SKILLS

 **ERP Systems:** SAP MM, Oracle Fusion, Odoo ERP

 **MS Office Suite:** Excel, Word, PowerPoint, Outlook

 **Data Analytics & Reporting Tools**

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## REFERENCES

◆ **Tauqeer Raza** – Finance Director, FrieslandCampina

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◆ **Anees Ahmed** – Legal Counsel, Cheplapharm Arzneimittel GmbH, Greifswald, Germany

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