

MAIRAJ UDDIN

📞 | 971561924602
🌐 www.linifiedin.com/in/mairaj

✉ mairaj_18@yahoo.com
📍 Dubai



EXPERIENCE

Procurement Officer

Superiority of Modern Services LLC

📅 06/2023 - 10/2023 📍 Muscat, Oman

- Led procurement of low-high volume goods for internal/external clients in Oil & Gas
- Initiation, development, negotiation, and execution of low-to-medium-value procurement for the customers
- Carrying out the entire procurement of Low- and high-volume purchases for internal & external customers (i.e. Oil & Gas companies). Forged and nurtured key relationships with stakeholders and suppliers for business growth
- 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
- Efficient in researching new vendors for procurement, entering negotiations, and finalizing vendors

Senior Manager Procurement

Js Bank Limited

📅 01/2021 - 01/2023 📍 Karachi, Pakistan

- Budget Captain of the Administration department and issue monthly performance review (MPR) reports
- Implementing Oracle Fusion Sourcing Cloud project
- Revamp procedural manuals of Procurement, General Services/Facilities department, Real Estate department, and protocol department
- Explore Opportunities for all procurement activities to extract value from the Supply Market
- Reviewing existing contracts with suppliers and vendors to ensure ongoing feasibility
- Developed Vendor Management System
- Introduce the concept of Blanket orders & Train the trainers
- Guide & Support Internal Stakeholders on Procurement & Vendor Management Policies & Standards
- Successfully implemented MPS (Managed Printing Solutions) with Follow me features in 284 branches & 50 back offices
- By implementing MPS we were able to save Rs. 11.0 million on MPS invoices and reduced

Retail and Admin Manager

Khaadi SMC

📅 05/2019 - 01/2021 📍 Pakistan

- 2021 papers by up to 3.0 million overall in Pakistan
- Retail and Operations Manager - 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

SUMMARY

CIPP (Certified International Procurement Professional), CIPM (Certified International Procurement Manager) procurement specialist and professional trainer. I am deeply passionate about propelling organizational success through expert strategic sourcing and comprehensive vendor management. My decade-long journey in the industry has equipped me with a profound grasp of supply chain intricacies and a consistent history of implementing cost-efficient procurement strategies. Proficient in utilizing SAP material management and Oracle ERP systems, I excel in high-energy settings where my skills are put to the test in enhancing process efficiency and refining procurement functions. My commitment to continuous improvement is matched by a proactive stance in tackling challenges and a laser focus on delivering tangible results.

TRAINING & DEVELOPMENT

- Provided training on various software tools including Microsoft Office suite and PowerPoint, enhancing operational efficiency across teams.
- Training the employees regarding the company's products, purchasing processes and procedures, and green office training.
- Organized & conducted comprehensive training sessions on SAP and Odoo ERP systems for the departmental coordinators, implementing a "train the trainer" approach to ensure widespread knowledge dissemination
- Actively involved in onboarding new employees, and providing thorough training on products, company culture, and policies & procedures
- Refreshed existing employees on company policies, procedures, and codes of conduct, ensuring compliance and alignment with organizational standards and change management.

LANGUAGES

Arabic

Beginner



English

Proficient



Urdu/Hindi

Native



Assistant Facilities Manager - HR & Administration

Royal Friesland Campina

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

- (FORMERLY ENGRO FOODS LIMITED) Karachi, Pakistan Assistant Facilities Manager - HR & Administration
- 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

EXPERIENCE

Warehouse In-charge

Mondelez

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

Assistant Procurement Officer

Engro fertilizers limited

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

EDUCATION

Master of Business Administration

Iqra university

📅 01/2001 - 12/2001 📍 Karac

Bachelor of Business Administration

Ssaheed Zulifqar Institute of science & technology

📅 01/1998 - 12/1998 📍 Karachi

CIPP CIPM (Certified International Procurement Professional)

Wingsway institute

📅 04/2024 - 06/2024 📍 Dubai

- CIPP CIPM (Certified International Procurement Manager) Issued by IFPSM (The International Federation of Purchasing and Supply Chain Management)
-