

Madeeha Zaheer

AM Packaging Procurement in Unilever tea Pakistan

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Summary:

As a dynamic professional with over almost 5 years of experience in procurement specialist for renowned Multi-national organizations **Unilever and Lipton Teas & Infusions**, I have successfully driven transformative innovations, renovations, and cost-saving initiatives across Pakistan, Bangladesh, and Sri Lanka. My expertise in HACCP, ISO 9001, and GMP compliance, combined with a passion for R&D of packaging material and procure, has resulted in first-time-right packaging solutions, seamless product launches, and significant waste reductions. With a strong foundation in Food Technology and a proven track record in managing complex, cross functional projects, I am committed to delivering excellence and pushing the boundaries of packaging innovation in the food and beverage industry

AM of Packaging Procurement – Pakistan/Bangladesh/Srilanka

Unilever Tea Pakistan, Lipton teas and infusions –
November 2022 to Aug 2024

Key Contributions:

- Delivered packaging developments for Innovations, Renovations, Consumer Promotions, Cost Savings (5S) Projects, and Quality Improvement Initiatives, ensuring timely and efficient execution.
- Established and maintained supplier relationships, negotiated contracts, and ensured timely delivery.
- Conducted market research, managed RFQs, and made informed purchasing decisions.
- Drafted, negotiated, and administered contracts, ensuring compliance and managing renewals.
- Achieved “First Time Right” packaging for artwork and text changes, ensuring flawless execution from concept to delivery.
- Led the 5S (cost savings) initiative in collaboration with Supply Management, driving an 8% reduction in total packaging spend.
- Monitored budgets, identified cost-saving opportunities, and optimized procurement processes.
- Ensured adherence to policies, legal requirements, and managed supplier-related risks.
- Managed inventory levels and coordinated with departments to align stock with operational needs
- Analyzed procurement data and prepared reports on spending and supplier performance.
- Implemented process enhancements to increase procurement efficiency and effectiveness.
- Worked with finance and operations teams to align procurement strategies with business goals.



- Spearheaded quality and waste reduction projects by leveraging consumer insights and close collaboration with Marketing, Supply Chain, Factory, and Sales teams, resulting in a 10% reduction in packaging waste.
- Fostered strong partnerships with packaging suppliers, ensuring seamless day-to-day operations and integration of new technologies.
- Conducted plant and transit trials, ensuring packaging met required project specifications.
- Managed packaging specifications in Team Center and maintained Bill of Materials in SAP PLM, including overseeing artwork management and approvals through BLUE.
- Streamlined code creation and management processes using Ariba and SAP PLM, ensuring accurate and timely execution.
- Ensured timely vendor payments and Goods Receipt Notes (GRN) processing, maintaining strong vendor relations.
- Led artwork development and approval processes, coordinating stakeholders to guarantee on-time delivery of first material supplies to the factory.
- Acted as the Project Lead for market innovations, sourcing ideas from market visits and integrating them into upcoming packaging projects.
- Collaborated with the Quality team to ensure compliance with halal requirements in raw materials for packaging.

Major Projects:

- Developed recipes for new products including Chai Latte and Cardamom Tea premixes, catering to evolving consumer tastes.
- Led the development of special Ramadan jar packaging, focusing on both design and functionality.
- Created premium and flat-bottom packaging, enhancing brand presence and consumer experience

Mitchell's Fruit Farm Limited

R&D Product & Packaging (June 2021 to October 2022)

My key responsibilities:

- Conducted trials for confectionery, grocery, and canned food products, ensuring products met quality and safety standards.
- Analyzed samples post-trial, providing actionable insights to refine product quality and processes.
- Monitored Integrated Pest Management (IPM) protocols, ensuring compliance with established standards.
- Inspected raw and packaging materials for confectionery and grocery products, ensuring quality consistency from suppliers.
- Oversaw online product evaluation processes, maintaining high standards of quality throughout production.
- Implemented and monitored Quality Demerit Index (QDI) and Good Manufacturing Practices (GMP), ensuring product safety and compliance with food safety regulations.



- Ensured accurate and comprehensive record-keeping on a daily and monthly basis, supporting audit readiness and traceability.
- Led initiatives to ensure floor hygiene and maintained product quality parameters during online trials for new products.

Special Projects

a) Project Leader and Coordinator in developing new product as EMP of Mondeleze Internationals

b) Gap analysis of Jam line, Sauce line and infrastructure of Grocery & Canning hall.

- Developed and verified HACCP flow diagrams, CCP & OPRP documentation, and audit SOPs.
- Created and maintained SOPs, work instructions, process sheets, and sanitation protocols.
- Developed zoning plans, SOPs, and diagrams for PEM & non-PEM areas.
- Designed SOPs and quality sheets for rework handling procedures.
- Established backward and forward traceability protocols, including SOPs and quality documentation.

Trainings:

- HACCP (Hazard Analysis and Critical Control Points) Training (SMEDA)
- HALAL Training (SMEDA)
- CAPA (Corrective and Preventive Actions) & Rework Handling Training from **Mitchell's Fruit Farm Limited**
- Cleaning & Sanitation Training from **Mitchell's Fruit Farm Limited**
- HACCP Development Training from **Mitchell's Fruit Farm Limited**
- ISO 9001 (International Organization for Standardization) Refresher Training **Mitchell's Fruit Farm Limited**

Academic Qualifications:

❖ Bachelor of Science (Honors) Agriculture food technology

PMAS Arid Agricultural University Rawalpindi Pakistan,

3.62 CGPA (OUT of 4.00) major in **Food Technology**.

❖ Board of Intermediate and Secondary education Sahiwal Pakistan

Punjab Group of College Okara,