



MUHAMMAD SHAHID KHALID

Experienced Procurement & Inventory Specialist with a strong focus on comprehensive knowledge of procurement processes, supplier relationships, and cost-effective sourcing. Proficient in warehousing, inventory management, and adapting to new technologies. Exceptional organizational skills and meticulous attention to detail.

PROCUREMENT WAREHOUSING/INVENTORY ERP EXPERT TASK ORIENTED RESOURCE MANAGEMENT

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📍 Dubai, UAE

📅 March 10, 1981



WORK EXPERIENCE

Procurement & Inventory Specialist (Vietnamese Foodies)

11/2022 - Current

Dubai

- Developed cost-effective strategies for material purchasing.
- Successfully launched four new restaurants and executed comprehensive procurement processes for their establishment.
- Maintain and expand supplier relationships.
- Optimize spending and enhanced product quality and delivery timelines.
- Regularly communicate with management about goods and services flow.
- Conduct cost analyses and set improvement benchmarks.
- Develop risk management procedures for product shortages.
- Supervise purchasing team and delegate tasks across departments.
- Conducted monthly Physical stock count of stocks to ascertain that the physical stock matches the system stock.
- Strategic transport planning for timely distribution to outlets
- Built warehouse of **4200** Sqft. from scratch and made functional within a period of one month.
- Directly participated in **COP28 EXPO CITY, 2023** through procurement of biodegradable & compostable products stocking/distribution from warehouse.
- Expertise in procurement of **FIXED ASSETS/KITCHENWARE** at competitive prices from multiple suppliers.

- Monitoring inventory levels, pricing, and supplier relationships to maximize profitability.
- Implementing effective purchasing strategies to meet sales targets and ensure timely order fulfillment.
- Analyzing market trends and competitor pricing to maintain a competitive edge in e-commerce sales.

Purchasing & Warehouse Supervisor (Bosporus, Lebanese Roaster, Zahrat Lebanon, Verdura, Bab Al Mansour, Diwan Al Hana, And Meera Al-Sham)Global Catering Services LLC.

07/2017 - 03/2021,

Abu Dhabi, UAE

- Procuring a wide range of ingredients, food supplies, and equipment for these diverse restaurants.
- Negotiating with suppliers to secure competitive pricing and favorable terms.
- Ensuring timely and accurate delivery of goods to meet the unique needs of each restaurant.
- Maintaining efficient inventory management practices to minimize waste and optimize resource utilization.
- Directly supervised and oversaw the day-to-day operations of the warehouse, Procurement with focus on staff training and customer care.
- Supervised warehousing and Procurement activities for Dubai, Abu Dhabi, Sharjah and Al-Ain comprising over 3000 SKU's.

Warehouse Supervisor (Careem)

04/2022 - 10/2022

Dubai

- Developed and implemented cost-effective procurement strategies, improving product quality and delivery efficiency.
- Fostered strong supplier relationships and effectively led the purchasing team.
- Responsible for daily warehouse operations including in time customer order fulfilling, Communication with customer and management, Receiving, Dispatching, staff training and daily-weekly category wise stock count of SKU's.
- Shifted and organized one dark store of Careem in Internet City including training of staff, coordination with customer on phone and distribution of orders from store.
- Facilitating compliance with FIFO by insuring proper storage availability for warehouse.

Purchasing Officer FARM-TECH

07/2010 - 06/2017,
Pakistan

Rawalpindi,

- Coordinating with suppliers to procure Poultry equipment technology and supplies, ensuring cost-effectiveness and quality standards.
- Managing purchase orders and contracts and maintaining accurate records of transactions and supplier performance.
- Collaborating with internal teams, like R&D and production, to understand and fulfill specific procurement needs for Poultry/Agricultural innovations.
- Analyzing market trends and supplier data to optimize purchasing strategies and contribute to cost savings for Farm Tech as Purchasing Officer.

Purchasing Officer (Client's Amazon, eBay Stores & Online Store)

Freelancer for Client

03/2021 - 12/2021,

Remotely

Overseeing the procurement of products for resale across multiple online platforms.

Purchasing Officer
Avian Technologies

07/2004 - 06/2010, Islamabad, Pakistan

- Assisting in the procurement of goods and services, including sourcing suppliers, obtaining quotes, and negotiating prices.
- Maintaining accurate records of purchases, pricing, and other important data.
- Collaborating with the inventory team to ensure adequate stock levels and timely delivery of goods.
- Developing an understanding of the company's needs and market trends to make informed purchasing decisions.

Warehouse In Charge
Avian Technologies

07/2004 - 06/2006, Islamabad, Pakistan

- Implemented continuous improvement and efficiency.
- Responsible for the distribution activities in shipping, receiving, picking, and quality control.
- Responsible for weekly and monthly stock counts.
- Established performance metrics related to supply operation, design, quality, and distribution of products.

TECHNICAL SKILLS

Microsoft NAVISION

Arranging transfer orders and dispatching.
Creating purchase requisitions and purchase orders.
GRN & GRV
Intercompany Sales
Extracting reports.

Oracle - MY INVENTORY

Creating Purchase orders and Purchase requisitions
GRN & GRV
Managing transfer orders
Reports Extraction

Oracle - FUSION

Raising Purchase requisitions
Purchase order procedure till completion
Inventory edit/update.
GRN, GRV, Expiry update, Inter branch transfer etc.

MYCOM INVENTORY

Creating Purchase requisitionMaking GRN & GRV
Extracting and making material transfer ordersReports generating from system

PHOENIX SOFTWARE

Ability to use PHOENIX SOFTWARE



EDUCATION

Master of Information Technology (MIT)
University of Arid - UAAR
2004, Rawalpindi, Pakistan

Bachelor of Business Administration (BBA)
Al-Khair University
2000, Islamabad, Pakistan

H.S.S.C (Pre-Engineering)
Islamabad College for Boys
1998, Islamabad, Pakistan



SKILLS

Task Oriented

Warehouse Management

Procurement Management

Logistics Management

Self Motivated

Staff Training and Grooming

Team Leadership

Resource Management

Personnel Selection and Evaluation

Web Designing

ERP Expert

MS Office



SOFT SKILLS

Time Management

Interpersonal

Problem Solving

Professional Writing

Digital Literacy

PERSONAL DETAILS

Nationality
Pakistani

Marital Status
Married

Visa Status
UAE Resident

Driving License
UAE Valid Driving License

