

Hafiz Akif Yaqoob (CPCM)



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Career Summary

I am a passionate Supply Chain professional with over 8 years of experience in warehouse management, procurement, inventory management, planning, strategic sourcing, vendor management, negotiations, and performance evaluation. I specialize in staff supervision, ensuring optimal team performance through effective training and motivation. I handle scheduling, performance evaluations, and problem solving to maintain a smooth store environment.

CURRENTLY BASED IN KARACHI PAKISTAN, AVAILABLE TO RELOCATE WITH ONE MONTH NOTICE.

EXPERIENCE

Assistant Manager Store (AMRELI STEELS Ltd.)

Mar.2020 to Present (4 Years)



AMRELI STEELS IS A PIONEER IN THE STEEL INDUSTRY, RENOWNED FOR HAVING THE LARGEST MANUFACTURING CAPACITY OF HIGH-QUALITY STEEL BILLETS AND REBAR IN PAKISTAN

- Led a team of five store executives to oversee the entire store department, ensuring efficient operations and adherence to established procedures for material inflow and outflow.
- Collaborate with the procurement department to optimize purchasing processes and ensure timely delivery of materials.
- Prepare reports and analyze data related to store operations, identifying areas for improvement ensuring timely processing of Goods Receipt (GR), Material issuance Report (MIR), Discrepant Material Report (DMR), gate passes (GP) and import shipment documents.
- Implement inventory control measures, such as ABC analysis and just-in-time (JIT) inventory systems, to minimize carrying costs and reduce excess inventory
- Monitor stock levels as per predetermined MIN/MAX thresholds.
- Lead both internal and external audit processes to ensure compliance with company standards.
- Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
- Collaborate and coordinate with key stakeholders (Quality, QA, Operations and safety) to align supply chain goals.
- Implement and enforce safety procedures and guidelines to create a secure work environment.

Procurement Officer (BAHRIA TOWN KARACHI)

Dec.2018 to March 2020 (2.3 Years)



BAHRIA TOWN IS ASIA'S LARGEST PRIVATE REAL ESTATE DEVELOPER, KNOWN FOR ITS INNOVATIVE PROJECTS, STATE-OF-THE-ART INFRASTRUCTURE, AND LUXURIOUS RESIDENTIAL COMMUNITIES.

- Planning and execution of procurement of raw material and other items from suppliers.
- Issuance of Purchase Order and Work Order via ORACLE IMS
- Coordinating with Inventory department to insure safety stock level, Lead time & Reorder
- Maintaining the records of all the correspondence, orders and communication of supplier.
- Prepare various procurement and inventory reports..
- Reduce the cost by localization of Machinery and Plant's modifications.
- Maintaining excellent relationships with clients and suppliers.

Inventory Officer (Mughal Brothers (Pvt.) Ltd.

Jan 2017 to Dec 2018 (1 years)



MUGHAL BROTHER'S INDUSTRIES IS A LEADING MANUFACTURER OF FITTINGS, VALVES, AND FIRE-FIGHTING EQUIPMENT IN PAKISTAN.

- Managed warehouse & inventory in compliance with company's policies & vision.
- Overseeing receiving & dispatching goods distribution & run daily operations.
- Maintain updated and accurate records of inventory, including transfers and cycle counts & generate inventory reports.
- Respond to sales inquiries and purchase orders; process orders for shipment
- Familiar with WMS (Warehouse Management System) software & ERP (Enterprise Resource planning)

Internship at Resourced Link in CAREEM OC.

Aug.2016 to Jan. 2017

APTECH Ambassador (Advance Excel Trainer)

JAN.2013 to Dec. 2014

EDUCATION & CERTIFICATIONS

CPCM | SCM | BRASI (In process)

CPCM – Certificate in Procurement & Contract Management
Business Research and Service Institute

DATA ANALYTICS WITH POWER BI (In process)

Institute of Business Management (IoBM), Karachi

MPA | SCM | UOK

MPA (Supply Chain Management)
Department of public Administration - University of Karachi

GRADUATE | BPA | UOK

Graduate (Public Administration)
Department of Public Administration - University of Karachi

D.A.E | MECH. | GCT

Associate Engineering (Mechanical)
Stevta.gos.pk Education Karachi

MATRIC | SCI. | RSA

Matriculation Science
Board of Secondary Education Karachi

COMPUTER COURSE | ACCP-PRO | APTECH

ACCP-PRO software Engineering Course (one Year)
APTECH Computer Institute

LANGUAGE DIPLOMA | ASCE | UOK

English Language Diploma
Area Study Centre of Europe (ASCE) - University of Karac

SKILLS

- Management Skills (Influencing, Leading, Negotiating, & delegating abilities)
- Proficient in using SAP and Oracle systems.
- Proficient to use POWER BI for data analysis and generating reports.
- Proficient in MS Office in order to generate necessary reports, charts graphs, slide presentations and general office correspondence and memos.

PROJECTS & REPORTS

- Procurement & Commercial Process P2P (ASL)
- CBP base inventory planning & scheduling (ASL)
- RISING STAR 2024 PROJECT on VMI & JIT (ASL)
- E-TRADER PROCUREMENT Software application (ASL)
- CBP Base Inventory planning Project (ASL)
- IBFT Working (ASL)
- Procurement process & techniques (BTK)
- Marketing Project on Hospitality Industry
- Case Study on Developing countries
- Inbound & outbound Supply Chain Management
- Inventory stock report
- Modern Warehousing Tolls & Equipment's Report

