

Jai Kumar

Procurement Executive

✉ Jai_alwani@hotmail.com 📞 03332967213 📍 Gulistan-e-Jauhar, Karachi, Pakistan

PERSONAL SUMMARY

A solution orientated Procurement Executive who can formulate and drive a consistent approach towards all sourcing, including technical procurement expertise, so as to ensure value for money is maximized and cost savings generated. An expert at delivering individual solutions to specific problems, something by combining ingenuity and integrity, and ensure that all purchasing activities support and strengthen the strategic objectives of the overall organization.

ACADEMIC QUALIFICATIONS

MBA - Supply Chain Management 2018 – 2021
Shaheed Zulfikar Ali Bhutto Institute of Science and Technology



Telecommunication Engineering 2013 – 2017
Sir Syed University of Engineering Technology



WORK EXPERIENCE

Premier Cables Pvt Ltd. – Karachi Jan 2018 – Present



PROCUREMENT EXECUTIVE

Responsible for dealing with anything relating to the ordering of materials, services and supplies for the company.

Duties:

- Compare Prices Specifications and delivery dates in order determine the best bid among the potential supplier.
- Conducting research via trade publication, the Internet, catalogues, and tradeshows to identify potential suppliers.
- Strategic Sourcing Purchasing long terms contracts for materials & services
- Working closely with the warehouse teams for their urgent requirement.
- Liaison with import department regarding LC opening and import materials etc.
- Prepared and assisted in development of letters of agreement, field purchase orders and local purchase orders.
- Ensuring that all goods and services purchased comply with the company's social sustainability policies.
- Generating and implementing purchasing strategies.
- Managing purchase requisitions and orders.
- Preparing purchase orders and subcontracts.
- Managing existing vendor and supplier relationships.
- Responding to internal and external supplier inquiries.
- Having meetings with potential suppliers and asking them searching questions.
- Monitoring returns, damage replacements, and warranty claims.

KEY SKILLS AND COMPETENCIES

- Judgment and Decision-Making Time Management
- Proficient skills in computers: MS Word, Excel, email. Previous experience in SAP or similar
- Developing and managing a procurement department.
- Positive, confident and friendly demeanour with high level of integrity.
- Management of Material Resources
- Confident in presenting to decision makers in both public and private organizations. Strong written and verbal communication skills, advanced negotiation skills, advanced analytic, reporting and presentation competencies, Proactive approach.

AREAS OF EXPERTISE

- Sourcing products
- Vendor management
- Negotiating
- Identifying suppliers
- Deal making
- Supply chain

PERSONAL SKILLS

- Proactive
- Organized
- Courteous but firm character

MAJORS

- Strategic Procurement.
- Dynamics of Logistics
- Supply Chain Operations.
- Project Management.
- Green Supply Chain

HOBBIES

Newspaper • Swimming • Travelling

LANGUAGES

English, Urdu Sindhi.

CERTIFICATIONS

- ISO 14001:2015
- ISO 9001:2015