



Ibrahim Pathan
Procurement Specialist - IT

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- Dubai, United Arab Emirates
- UAE Driving License
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- 10/10/1991

PROFESSIONAL SUMMARY

- Highly talented and reliable procurement professional with over 6 years experience.
- Result-oriented with a keen ability to follow through objectives, emphasizing on adding value to the procurement process.
- Effective negotiation skills to achieve KPIs while maintaining amicable vendor relationships to maximize vendor performance.
- Strong communication skills keeping stake holders aligned and on-board of procurement strategies and goals.
- Highly adaptable & Collaborative team player requiring minimal supervision.
- **Core competencies:** Strategic Procurement, Process Improvement, Project Management, Effective Negotiation, Vendor Management, In-depth Analysis and Financial Reporting.

OBJECTIVE

- Obtain a value adding procurement position in a reputable organization to benefit the organization with my experience and skillsets.

EDUCATIONAL BACKGROUND

- B.M.M – Advertising (2012)
Mithibai Motiram Kundnani College of Commerce & Economics

PROFESSIONAL COURSES

- Assertive leadership
- Project Leadership
- Project Management
- Supply Chain & Operations Management
- Strategic Negotiations
- Data Analytics
- Business Innovation
- SAP Ariba
- Professional Writing

AWARDS & RECOGNITIONS

- CIPS Middle East Supply Management Awards 2019
 - Most Improved Procurement Function
- MAF Ventures Hackathon Competition
 - Most Innovative Customer Experience Application
- Multiple Momenteur awards (2018-2020)
 - Leading the Way, Driving Impact, Thinking Customer, Thinking Group, Developing Talent, Fostering Innovations.

SKILLS

MS Office Applications	
SAP ARIBA	
MS AX 2012 & D365	
SYNTHESIS	
POWER BI	
ADOBE ACROBAT DC	
ENGLISH SPEAKING	

PROFESSIONAL EXPERIENCE

○ **Procurement Specialist- IT**
Majid Al Futtain Ventures LLC
2019 – Present

Dubai, U.A.E

- Achieved 30% Budgeted Savings, worth AED 10M on multiple categories.
- Assisted category managers on procurement & contracts for Capex & Opex requirements > AED 500K.
- Lead & coordinated multiple tenders (P2P) for Capex & Opex requirements < AED 500K.
- In charge of daily operational purchasing needs such as planning, issuing and following up on orders, delivery and shipment schedules.
- Sourced new vendors, Conducted Prequalification processes and reported on supplier KPIs.
- Identified & executed continuous improvement opportunities to drive value for the business.
- Attended multiple exhibitions relating to different categories to identify new technologies & potential vendors.
- Prepared procurement documentations such as: Pre-tender, RFX, Techno-Commercial evaluations, LOI & LOA in accordance with company policies and procedures.
- Regularly reported to Category Managers on the work status and the challenges if there is any.
- Worked together with the business stakeholders to report on savings & revised budget forecast.

○ **Procurement Coordinator**
Majid Al Futtain Ventures LLC
2017 – 2019

Dubai, U.A.E

- Assisted Category managers in procurement activities like vendor evaluation, negotiations, creating purchase orders and periodical reports.
- Handled multiple BU purchase requisitions to deliver the highest value to the business.
- Ensured all procurement activities were carried out as per the policies and procedures.
- Actively supported the team for coordinating on contracts and expediting on deliveries.
- Established & maintained the relationships with Existing & New vendors.
- Reduced processing times of multiple sourcing templates and reports through Digital optimization.

○ **Assistant Planner**
Sun & Sand Sports LLC
2013 – 2017

Dubai, U.A.E

- Took initiative to develop a Consolidation tool for managing Inter Store Stock Transfers.
 - Maintained awareness of new launches, store promotions & special events to deliver a demand plan outlining risks and assumptions that facilitate discussion and consensus in the Sales & Operations process.
 - Assisted in building a SKU range for the stores to reflect the brand Strategy.
 - Successfully Over-achieved Sales targets for 3 consecutive months by ensuring stock levels are consistent with approved planograms and store sizes.
 - Forecasted stock requirements and replenishment needs to store management.
 - Frequently collaborated with the Planning Manager to report Sales performance & Stock Levels.
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