

Ibrahim Pathan Procurement Specialist - IT

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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

O Most Improved Procurement Function

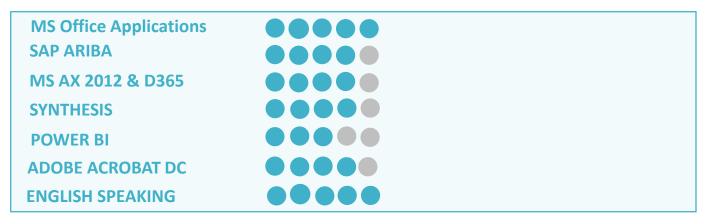
MAF Ventures Hackathon Competition

Most Innovative Customer Experience Application

Multiple Momenteur awards (2018-2020)

O Leading the Way, Driving Impact, Thinking Customer, Thinking Group, Developing Talent, Fostering Innovations.

SKILLS



Procurement Specialist-IT

Majid Al Futtaim 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.</p>
- 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 Futtaim 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.