

MUNEEB DAWOOD KHAN

House # 10, Sat Gur Street Sham Nagar Chouburji, Lahore.

Date of Birth: 26-02-1992

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Core Competencies:

Project Management
Logistics
Vendor Management
Leadership Skills

Imports & Exports Operations
Purchase & Procurement
Internal/External Governance
Strong Planning & Organizational Skills

Material Management
Inventory Control
Demand Supply Planning
Negotiation Skills

Profile

Planning / Procurement/Logistics

- ✓ Managing the overall Procurement & Development of raw material.
- ✓ Managing the overall imports of Machineries and Spare parts including the Glass Moulds after finalizing the drawings with both supplier and concern department.
- ✓ Formulating, implementing the strategies and procurement of CAPEX, Project, Raw materials and MRO items consideration with the lead-time requirements.
- ✓ Budgeting and planning the funds for procurement and sourcing of materials ensuring optimum utilization of materials, maintaining MRP, maximum cost savings & meeting anticipatory orders.
- ✓ Proficiency in formulating sourcing strategies, vendor identification / development and analytical assessment to strengthen effectiveness.
- ✓ Managing Inventory level and coordination with all concern departments.

Vendor Management

- ✓ Identifying and developing potential vendors for achieving cost effective purchases of materials; achieving reduction in prices by negotiating skills and timely delivery.
- ✓ Assessing performance of the vendors based on various criterions such as percentage for rejections, quality improvement, timely delivery, credit terms etc.
- ✓ Following with vendors for timely deliveries, release schedules, quality checks and payments.

Project Management

- ✓ Worked on Green field project of 470TPD for float glass manufacturing line (2nd line inclusion in float glass division), assisted in import of the plant & machinery (refractory, tin bath, annealing lehr, cold end and utilities). An estimated PKR 7 billion was spent on the project.
- ✓ Active participant of the zero-debt project (zero financing from commercial banks) initiated by CEO of the company in which target set to the procurement department which collaboratively we have

achieved in financial year 2012

- ✓ Active participant of the flint pharma grade bottle production team in which rebuild of furnace forehearth to be completed with six months (supplier to factory) in post COVID supply chain challenges. There was a budget of approximately USD 300,000 for the project

Professional Experience:

Employer: RAK Ghani Glass LLC
Position: Procurement & Supply Chain Executive
Sector: Pharmaceutical Glass Bottles
Duration: 01 May 2019 to till date



Major Roles & Responsibilities

- ✓ Ensure timely processing of import shipments compliance with import laws and regulations.
- ✓ Monitor accounts payable and accounts receivable to ensure vessel transaction payments are made and collected on time
- ✓ Complies with purchase policies, procedures and internal controls to ensure the best prices and the most optimum delivery of materials, supplies, MRO items and equipment while enhancing supplier efficiency.
- ✓ Lead and develop the procurement procedures for the development of subcontract package scope, qualification and tender method, negotiation, adjudication and subcontract documentation.
- ✓ Strategizing, planning and enforcing the import activities as per the providers and requirements of the clients.
- ✓ Assist in development of formal global transportation RFI, RFP or RFQ programs as required.
- ✓ Collaborating with the providers and stock list programmers and strategizes and making sure that the global products and commodities get transferred properly within the given time frame.
- ✓ Develop and conducts analytics based on procurement and business partner needs and direction.
- ✓ Approximately AED 50 million are spent on imports and local purchases.

Key Achievements:

- ✓ Appreciation on uninterrupted and smooth supplies including all raw materials during Covid-19 peak days.
- ✓ Working on new project and taking special duty exemptions on Dangerous and Hazardous chemicals, and other Materials from concern ministry.

Employer: Ghani Group of Companies
Position: Sr. Executive Procurement & Supply Chain
Sector: Glass, Ceramics, Concrete industry & Automobile
Duration: 19-January-2011 to 30-June-2019



Major Roles & Responsibilities

- ✓ Ensure timely processing of Import and Local Procurement of all kinds of Raw Material including Sodium Sulphate, Nitrate, Soda Ash, Furnace Oil, Stores and Spare parts & Operational Chemicals etc. from foreign and local suppliers.
- ✓ Attending monthly meetings on inventory, purchase and budget review.
- ✓ Issuance of short-term and long-term purchase contracts after negotiation and preparing comparison of approved suppliers with respect to their prices, qualities and past performances for efficient procurement.
- ✓ Perform complete costing and keeping the record of purchased material and update the management about stock positions of critical items.
- ✓ Strategizing, planning and enforcing the activities and stock of Raw Material.
- ✓ Liaison with accounts and finance department for imports documentation including foreign payments, retirement of documents and on-time local payments & reconciliation of Ledgers.
- ✓ Development of new suppliers and special products on demand of higher management.
- ✓ Coordination with Suppliers, technical staff (Plant), Clearing agents and Transporters for effective procurement, quality and timely delivery at destination plant within required time and budget.
- ✓ Preparation of Annual Budget and strong implementation of our short-term and long-term plans to meet our budgeted requirement.
- ✓ Annual purchases of approximately PKR 10-15 billion of raw materials have been made via imports and local purchases vary according to annual requirements and raw material prices.

Key Achievements:

- ✓ Additional Saving of PKR 50 million after achieving the targeted annual budget
- ✓ Achieve Zero debt financing in teamwork with other stake holders

Education:

B.COM (Bachelors of Commerce)	University of Punjab	2011
FSc (Pre-Engineering)	BISE, Lahore	2008

Summary of Professional Skills:

- ✓ **Technical Skills:** Oracle EBS(SCM) R 12.4, ERP, SHERP (ERP)
- ✓ **Application Software:** Ms-Word, Ms-Excel,
- ✓ **Presentation Software:** Ms-PowerPoint

Trainings & Certifications:

- ✓ One Week training Workshop arranged by “PIM” on Advance MS Office
- ✓ One Day Training Workshop arranged by “IKTAR” on supply chain Diversification
- ✓ Global Procurement & Sourcing by Rutgers the State University of New Jersey and offered through Coursera
- ✓ Excel Skill For Business: Intermediate I by Macquarie University and offered through Coursera