

# AHMAD AFTAB

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## Summary

Focused on locating materials, researching suppliers and overseeing bidding processes. Excellent relationship-manager and organizer with a systematic approach and solid communication skills. Familiar with the highest standards of procurement processes and requirements set out by the professional bodies recognized throughout the world.

## Personal Information

- Gender: Male
- Date of Birth: 14/04/1988
- Nationality: Pakistan
- Marital Status: Married
- Visa Status: Resident Visa
- Languages:
  - Highly Proficient in English and Urdu
  - Basic in Arabic (Can write and read)

## Skills

- Supplier research
- Vendor relations
- Logistics oversight
- Spending oversight
- Persuasion skills
- Administrative support

## Experience

- 12/2015 - Current  
Golden Falcon  
Marine Construction  
Abu Dhabi  
**Senior Procurement Officer**
  - Ethical Sourcing and Researching of Potential Suppliers.
  - Analyze, compare and evaluate offers from suppliers.
  - Plan and Negotiate best value contract terms of agreement and pricing.
  - Issuance of Purchase Orders and recording of order details into ERP Systems (SAGE 50).
  - Arrange logistics, track orders/materials and ensure timely delivery.
  - Review and ascertain quality, quantity, lead times, place and price of purchased products in order to further improve KPI's if any negotiated in the contract.
  - Prepare customized reports and cost analysis on various categories of purchases and present cost reduction solutions.
  - Developed relationships with vendors to gain best terms for procurement, refurbishing and rebuilding machinery and equipment.
  - Negotiated and finalized vendor contracts in order to optimize pricing structures and delivery schedules.
  - Stayed up to date on market trends, prices and vendor options.
  - Assessed department needs and implemented plans for sourcing supplies.
  - Decreased spending, locating new suppliers by networking at industry markets, purchasing and designing cost-effective products and reviewing samples.

- Achieved mutual agreements and cleared up miscommunications by working with all parties to reach win-win solutions.
- Protected company brand and improved customer satisfaction by finding creative solutions to problems arising from deliverables.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.

01/2013 - 11/2015  
Fine International  
Dubai

#### **Procurement Officer**

- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Contacted vendors to obtain price quotes and performed negotiations.
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods.

## **Achievements**

12/2015 - Current  
Golden Falcon  
Marine Construction  
Abu Dhabi

- Increased supplier database up to 30%
- Negotiated Credit terms with strategic suppliers from non-existent terms to average of 60 days.
- Encouraged addition of international suppliers for critical items and reduced average purchase cost to 80% of the original.
- Negotiated contracts/agreements with suppliers to reduce reliance on call out/single buy out purchases for repetitive requirements.
- Switched Marine Diesel from ADNOC bunkers to International Bunkering solutions providing a massive reduction of up to 10% of the original market prices while maintaining the same or higher quality of marine diesel supplied.
- Single sourced dry docking for each vessel switched to another after careful market analysis to provide better value for money and accelerating docking times up to 30%. Also resulted in major cost reductions down to 27% compared to original vendor.
- Towage of vessels switched from day rates to lumpsum costs to avoid additional unexpected costs to provide better value for money by reducing overall costs by 18%.

## **Major Milestones**

2016  
GFMC

- Shifted manual record and bookkeeping in all departments to digital record keeping and online solutions including Administration, Human Resources, Public Relations, Purchasing and Finance.
- Upgraded IT infrastructure to better support new system implementation single handedly.
- Switched from single sourced supplier reliance to providing three or more quotations per requirement exceeding AED 5,000.00

2017  
GFMC

- Shifted from single call out based purchases to agreement based intelligent procurement. Increased the total quantity purchases per delivery for core items to reduce delivery costs significantly over the course of year.
- Established small inventory solutions on each site to hold safety stock of critical components for each dredger separately as per the availability of staff that could monitor.

2018  
GFMC

- Extensively sourced and increased supplier database to provide greater options and flexibility in order to manage increasing demands from site. Started including international suppliers to provide better standards and quality of materials and pushing down costs for materials due to bulk orders.

- Implemented policy and procedures to streamline purchasing activities to provide supporting documents in internal and external audits.
  - Initiating support to finance team for closely monitoring advance payments and completing documents as per defined policy and procedures after delivery.
- 2019  
GFMC
  - Started A-B-C or Pareto's principle analysis to target major spending on material which could either be substituted for cheaper alternatives or could be sourced from a different vendor providing cost reduction.
  - Convinced management to source critical steel pipeline for dredging from a different international supplier than the Original Equipment Manufacturer creating larger pool of existing critical suppliers and expanding the range of options driving costs of purchases down considerably.
- 2020  
GFMC
  - Convinced management to switch from ADNOC supplied marine diesel to international bunkering companies to provide bulk of the requirement resulting in massive overall savings.
  - Currently assisting in implementation of Enterprise Resource Planning (Horizon Technology Solutions) after negotiating with multiple service providers, obtaining cross team support and inputs to finalize the best terms and conditions beneficial for the enterprise.
  - In process of providing better cutter solutions for dredgers from expert manufacturers instead of relying on Original Equipment Manufacturer of the dredger.

## Education and Training

- 2012  
Malaysia
  - **Bachelor of Engineering (Honors)** in Electronics majoring, Telecommunications  
Multimedia University
- 08/2019  
Abu Dhabi
  - **Certified Purchasing Professional**  
American Purchasing Society
- 08/2019  
Abu Dhabi
  - **Certified Professional Purchasing Manager**  
American Purchasing Society
- 08/2019  
Abu Dhabi
  - **Certified Intl Commercial Contracts Manager**  
International Purchasing and Supply Chain Management
- 08/2019  
Abu Dhabi
  - **Certified International Sourcing Manager**  
International Purchasing and Supply Chain Management
- Expected in 03/2021  
Abu Dhabi
  - **Level 4 Diploma**  
The Chartered Institute of Procurement & Supply – Cleared 3 Modules and completed Training Successfully.