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📍 Apartment # 326, Building 3B,
Zahra Breeze, Town Square,
Dubai

Core Competencies

- 🕒 Procurement
- 🕒 Strategic Planning
- 🕒 PPRA
- 🕒 Negotiations
- 🕒 Conflict Management
- 🕒 Relationship Building

Skills

- 🕒 **Management skills**
 - Vendor Management
 - Inventory Management
 - Project Management
 - Leadership Quality
 - Drafting Procurement Policies
 - Presentations
- 🕒 **Technical Skills**
 - SAP Software
 - SEAS Software
 - PPRA
 - RTU System
 - Ultrasonic flow meters
 - Fuel sensors
 - Tracking devices
 - Electronic circuits
 - PLC Ladder Logic
 - Basic IT
- 🕒 **Analytical skills**
 - Solving Complex Problem
 - Effective decision Making

Muneeb Aijaz

Assistant Manager - Procurement & Stores

Summary

Experienced professional with a Bachelor's degree in Electronics Engineering and a Master's degree in Supply Chain Management, offering 9 years of expertise in technical as well as supply chain operations. Demonstrated success in technical and procurement capacities, presently serving as Assistant Manager Procurement & Stores at SUPARCO, where I was honored with the annual excellence award in 2022. Proficient in procurement processes, vendor management, negotiation, and enhancing supply chain efficiency. Eager to leverage my skills and drive organizational growth in new opportunities within the supply chain domain.

Experience

■ Pakistan Space & Upper Atmosphere Research Commission (SUPARCO)

Assistant Manager - Procurement & Stores

2019 - Present

Lead and inspire the supply chain team to exceed aggressive cost reduction targets by implementing innovative strategies and fostering a culture of continuous improvement. Collaboratively developing the annual procurement plan with input from internal stakeholders to facilitate efficient and timely acquisition of necessary inventory throughout the year. Responsible for floating of Tenders, Purchase Requisitions, RFI/RFP documents in the leading newspapers of Pakistan & to the prospective bidders (if any) as per PPRA Rules 2004, ensure to get the accurate & timely competitive proposals as per requirement. Establish and maintain effective communication channels with prospective vendors to determine availability, negotiate favorable terms, and cultivate mutually beneficial relationships. Act as a trusted liaison between users and vendors, providing expert guidance and addressing technical queries to facilitate seamless collaboration and optimize procurement outcomes. Skillfully negotiate and prepare services contracts, defining terms and conditions, resulting in favorable agreements that align with organizational objectives. Develop comprehensive procurement policies, aligning them with PPRA rules and regulations, and ensure widespread adherence by actively engaging and collaborating with stakeholders. Monitor inventory levels to ensure adequate stock levels for operational needs. Receive incoming goods and verify against purchase orders. Prepare and organize goods for dispatch to different stations, ensuring accuracy and timeliness. Implementing a lean approach to internal practices, streamlining activities within the corporate services team and reducing process steps by up to 50%, resulting in enhanced efficiency and cost savings. Produce well-crafted reports and impactful presentations related to procurement, providing top management with clear insights and recommendations for strategic decision-making. Provide valuable support during audits, ensuring compliance with ISO, PCI, and financial internal and external requirements, contributing to the organization's reputation for excellence in supply chain practices.

■ Pak Arab Refinery Company (PARCO)

Management Trainee - Foreign Procurement

2019 - 2019

Responsibilities as a buyer in Foreign Procurement include sending RFQs to vendors as per PR specifications. Evaluated received quotations and prepare CST accordingly. Negotiation with vendors if required. Placing of PO to technically acceptable and financially lowest bidder. Liaison with finance dept. for establishing LC or CAD. Follow up with vendors to ensure timely delivery and process payments

Achievements

- ◎ Award: Annual Excellence Award 2022 by SUPARCO for exceptional performance
- ◎ Distinction: Magna Cum Laude (Gold Medalist) in MBA
- ◎ Merit Scholarship - 4 times in MBA
- ◎ Nominated for Rector's Honor List - 4 times in MBA

Courses & Certification

- ◎ Training on PPRA rules and bidding mechanism

Personal Interests

- ◎ Sports (Cricket, Table Tennis)
- ◎ Movies
- ◎ Current Affairs
- ◎ Travelling

accordingly. Prepared EIF (Electronic Import Form) on Weboc as per PO and coordinate with shipping team to ensure that consignment is cleared from customs without any demurrage. Also was responsible for seeking wide range of suppliers to provide variety of sources enabling us to choose the best available quality meanwhile maintaining good relationships with current vendors

■ Alltrac (pvt) Ltd.

Sr. Installation Engineer - Technical Team Lead

2015 - 2019

As technical team lead, completed various projects related to RO Plant monitoring and Vehicle Tracking. Responsibilities included installation and commissioning of RTU systems, Ultrasonic flow meters, pH sensors, fuel sensors etc. Meetings with potential vendors and clients for building good relations for future business. Also was responsible to manage customer database and inventory of engineering department

■ British Council

Invigilator (Freelancer)

2016 - 2019

Was responsible to facilitate students throughout the test time & ensure that they are not disturbed in any way. Meanwhile ensure that NOCN identity requirements are adhered to

■ Falcon-I (pvt) Ltd.

Hardware Engineer

2015 - 2015

Was responsible for diagnosing, configuring and troubleshooting of tracking devices. While performing my duties also learned the basics of TAVL software, GPS, GLONASS and GSM networks

Education

- ◎ 2016 - 2018 **Master of Business Administration (Supply Chain)**
Bahria University
CGPA : 3.86
Research Topic: Impact of technological advancement on supply chain SCOR model: A case of Unilever Pakistan
- ◎ 2010 - 2014 **Bachelor of Electrical Engineering (Electronics)**
Bahria University
CGPA : 3.43
PEC# ELECT/47473
Final Year Project: GPS based Autonomous Vehicle Pakistan
- ◎ 2008 - 2010 **Intermediate (Pre-Engineering)**
Bahria College
A - Grade
- ◎ 2006 - 2008 **Matriculation (Science)**
Bahria College
B - Grade