

SYED ADNAN ATIQUE SHAH**S/O SYED ATIQUE AHMED SHAH**

Flat # G-100 Shaz Centre Ground Floor

SB-10, N.Nazimabad Block "K" Karachi

Email: atique_adnan@hotmail.com, atique_adnan@yahoo.com

Contact No: 0333-3665360, 021-36639555

Date of Birth: Jan 01, 1978

CAREER OBJECTIVE: RISING Career in the field of Supply Chain Management

MAJOR RESPONSIBILITIES**Assist Manager Purchase (Raw, Pack Material & Finish Product Imports) Pfizer Laboratories Ltd (Oct-09 to date)**

This position is responsible for effective implementation of plans, policies and procedures for the provision of imported goods supporting overall business objectives. Some of the important KPI's are as follows.

- 1) Working on a chain related to inter-company purchase ensuring uninterrupted flow goods between Pfizer subsidiaries and local Purchase Dept.
- 2) Following up orders with foreign suppliers in order to ensure compliance with relative confirmations and instructions of purchase.
- 3) Implement appropriate sourcing strategies to control the company's purchased material costs and to assure an adequate source of supply.
- 4) Locate, analyze, and develop a consolidated supplier base to meet current and future needs.
- 5) Ensure that the materials management operations are carried out as per company's procedures and in accordance with the legal requirements as laid down by the Federal / Provincial Government.
- 6) Deal with the banks, insurance companies, custom house, transporters and drug control authorities for all import related matters.
- 7) Coordinating with departments regarding inventory control and distribution of purchased products
- 8) Co-ordinate in between company staff and clearing agent and make sure that all the required documents should be available to clearing agent in time to avoid not only any delay in custom clearance but also to save unnecessary demurrages.
- 9) Co-ordination of Purchase, Planning, Receiving Store and Quality Assurance for receiving, sampling, testing and receipt of receiving reports.
- 10) Keeping senior management updated on international trading issues/imports/legal, awareness having potential business risks.

Senior Buyer (Raw & Packaging Material) Procter & Gamble Pakistan (Jun-04 to Sep-09)

This position is responsible to provide P&G with a world-class sourcing strategy in line with the company's strategic and financial Objectives. Ensuring the effective implementation of plans, policies and procedures to ensure the provision of goods and services supporting the overall business objectives. Some of the key deliverables are as follows.

- 1) Supplier / customer relationship management. Manages the site specific supplier relationships
internally: MMO, Local R&D, Packaging Development and Logistics purchases customers
Externally: Build up supplier's categorization database & vendor qualification processes.
- 2) Manage annual allocated budget, managing expenditure up to set limits, optimizing and reducing costs where possible and reporting variances versus budget, in order to ensure effective cost management.
- 3) The performance of the supplier base: Plan Attainment, Quality, General Compliance. Identifying new suppliers and work in order to develop them and linking business needs with supplier capabilities.
- 4) Collaboration: within and beyond strategic sourcing, with internal customers, and within world-wide Purchasing community. Supports and implements the regional sourcing recommendations at site level.
- 5) Perform different types of analysis such as competitive, industry, supplier analysis. Initiate and implementing sourcing strategies on local/imported raw and pack material.
- 7) Initiates meetings with key customers and controllers and individual to understand their needs.
- 8) Leverages current supply base and develops new sources of supply when required for raw and pack materials

- 9) Savings (Negotiations based or Cost based) in the total cost of ownership model for any purchase. Improvements on cash
- 10) Negotiate with key suppliers on contract issues as required in order to ensure best value purchasing terms are obtained.
- 11) Improvement on cash flow: actual cost savings, cost avoidances, or efficiency gains as validated by the buyer and finance.
- 12) Prepare information reports in order to ensure that Senior Business Managers have the relevant information required to support strategic decision-making.

MAJOR RESPONSIBILITIES

July- 02 till May 04

Raw & Pack Material Warehouse Coordinator (Procter & Gamble Hub Plant)

- 1) To stream line the Warehouse operations.
- 2) Conduct meeting with supplier to resolve Material related issues.
- 3) IRA Calculation (Inventory Record Accuracy) and maintaining it up to (98-100) %.
- 4) Coordinate with Material Planner and Master Scheduler in Overall Production Planning.
- 5) Coordinate with Finance in STOCK TACKING and Preparing Monthly Closing and Material Consumption report.
- 6) Tracking of New Orders and Status of Incoming Orders.
- 7) Coordinate with Quality Assurance for on time Approval of Material, Re-Testing of Raw Material, and Material Shelf Life Analysis.
- 8) FIFO (First in First Out) Control and Monthly Analysis.
- 9) Complete Scheduling of Local Raw & Packing Materials.

MAJOR FOREIGN TRAININGS FROM PROCTER & GAMBLE

SAP MM module key user, experience on one full life cycle of SAP MM module implementation. Lead Configuration and end users training.

SAP Master Data Training from **P&G Dubai**

SAP Key User Training on SAP MM Module from **P&G Philippines**

SAP SIT (Site Integration Testing) participation at **P&G Philippines**

SAP BAT (Business Acceptance Testing) at **P&G Philippines**

MAJOR LOCAL TRAININGS

Postgraduate certificate course on **Inventory Management** from **NED University**

Purchasing Core Technology Training conducted by P&G Regional Purchasing Director

Negotiation 1 Training conducted by P&G Regional Purchasing Director from **P&G Dubai**

Team Effectiveness conducted by P&G HUB Plant Manager

Leads conducted by CEO Gillette Pakistan

People & Communication Skills conducted by P&G Senior HR Manager

QA 3 Days Training by P&G HUB QA Manager

English language (level- 5) certificate course from **Berlitz** .

P&G WEB BASED TRAINING

Vendor Sustainability Training web based.

Record Management Training web based.

Financial Accounting Standard (FAS 133) web based.

EDUCATION

| <u>Degree/Certificate</u> | <u>Year</u> | <u>Institution</u> |
|---------------------------|-------------|--------------------|
| MBA | 2003-05 | PAF KIET |

Major: Marketing (**Supply Chain Management, Consumer Behavior, Brand Management, Direct Sales & Personal Selling**)

RESEARCH WORK/PROJECTS/TERM REPORT

Analysis of Food and Beverages Industry in Pakistan

Cost saving through packaging

Research on Protection of Karachi Stock Exchange Small Investors

Macro Economics report on Oligopoly

FINAL YEAR PROJECT REPORT

Research report on Reducing Cost of Finish Soap Bar

AWARDS & RECOGNITION

- 1) Certificate of Achievement for outstanding contribution in building local supplier for Pampers poly bags.
- 2) Certificate of Achievement for outstanding contribution in delivering huge cost saving by developing new outer case supplier.
- 3) Appreciation Award for beyond expectations contributions made towards P&G Hub Plant – April-2004.
- 4) Appreciation Award for exemplary performance at the P&G Hub Plant – June-2005.

WORKING EXPERIENCE**July 2000 to date**

Form 9 years working at Procter & Gamble Hub Plant exposure of various dept such as Quality Control, and Packaging Development as well.

SKILLS:

Easily work on MS Office, MS Word, MS Excel, basic Internet and e-mail
Fluent in Urdu and English languages