

Jaffer Ali

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PERSONAL SUMMARY

A hard working focused and disciplined has a long track record of developing the supply chain strategies needed to make an organization more effective in achieving its business goals. Is an expert at accurately calculating total supply chain costs, and also has extensive knowledge of procurement principles, practices, and procedures. Also committed to identifying and implementing continuous improvements in the supply chain and always works hard to set high standards across all areas. I have experience of distribution, warehousing, storage operations and transport management and also possesses excellent local, National and International geographical knowledge.

Currently Working: Procurement Manager,

Efficient Energies LLC – Mediclinic Renovations Projects, Abu Dhabi, UAE.

Responsibilities:

- Recommendation and implementation of the procurement best practices within ongoing Projects,
- Identification of key areas of issues, problems and formation of the strategies
- Participated in scrum meetings and sprint planning sessions for Agile initiatives, adding and updating successful stories and comments as necessary to the storyboard or backlog.
- Using different levels of comprehension sessions, requirements for use case scenarios were developed.
- Developed business cases, presentations, and reports for top management using independent deep-dive analysis for specific procurement business situations.
- Deep dive on the spend analysis and providing appropriate decisions to the top management.
- Moved couple of agile initiatives ahead to deliver result which was backlog (i.e., sustainable initiatives Heavy Section Energy consulting and innovative solar technology solutions for businesses, communities, and industries.)
- Procurement knowledge sharing, coaching assistance in a subject-matter expert queue, encouraging greater understanding among teams.
- Digitalization of the services to standardize, ultimate goal to reach automated process within the procurement to fulfil the requirement of various projects,
- Actively involved in digitalization projects and technology oriented process which is not limited to business process.
- Introduction of artificial intelligence into the procurement process, starting from chatGPT.

Covering: T-Procurement E-procurement · Construction · Project Finance · Procurement Contracts · Logistics Management · Project Management · Supply Chain Management.

Previous working Experience:

- **Snasco Investments LLC under (Veggitech,Sheikha,Kaber,Khawaneej & RAK Farms LLC with other Active Projects)**
Period – Sep 2023 – Apr 2024
- **Project Procurement Officer – Red Sea Groups Co. (Silal project,Abudhabi)**
Period – Jun 2022 – Aug 2023
- **Procurement-Material Resource Planner –MRP (SAP-SRM/ARIBA/HANA)** (Supply Chain Services) with world ranked university of KAUST (King Abdullah University of Science & Technology- Jeddah-KSA.

I proud to mention here till date I processed behalf of KAUST POs more over 3000 completed,I am in KAUST project from 2009 till date & I familiar with KAUST policies.

CAREER HISTORY:

Procurement - Material Resource Planner –MRP - Sr. Buyer (SAP-SRM/ARIBA/HANA)

KAUST Warehouse Operations (Supply Chain services) – April 2015 – to Jul 2021.

KAUST (King Abdullah University of Science & Technology)

Sponsor Name – Al Falak Electronic & Equipment Supply Company. Responsible for managing the day-to-day operations of the supply chain and for being the main port of call for any logistical issues.

Duties:

- Reviewing the performance of the supply chain and identifying areas that can be improved.
- Optimizing all tasks and processes within the supply chain.
- Planning timetables for delivery.
- Managing the sourcing, auditing and evaluation of new suppliers.
- Analyzing logistics data to identify opportunities for improvement.
- Developing robust, efficient and effective Supply Chain processes.
- Negotiating supply contracts.

- Overseeing the packaging of goods for delivery.
- Overseeing the arrival of stock and shipments.
- Tracking products through the supply chain to ensure that they have arrived at their destination.

- Cultivating supplier relationships.
- Negotiating rates with local, national and international transport companies.
- Managing supplier agreements.
- Organizing work activities to achieve business objectives.
- Managing stock levels across the whole supply chain.
- Setting supply chain goals.
- Managing the return of rejected products with the supply base.
- Investigating any logistics complaints.
- Escalating service level issues.
- Ensuring that all staff comply with all healthy and safety initiatives, policies and procedures.

MRP routine tasks and Main Job responsibilities:

- Daily stocks check through whole Updated Inventory list
- MRP run (weekly)
- POs expediting
- Prepare and upload CWH stock list on portal (DAILY)
- Activate / de-activate items on SciQuest
- Weekly stock equipment monitoring report
- Weekly MRP (items) ordering report to stock team
- Monthly MRP report
- Respond researchers inquires
- Send (periodically) reminder email to the end users for the return of empty gas cylinders
- Process and issue POs for warehouse stock and non-stock items
- Create material master for warehouse stock items and Research Asset / Equipment in SAP

- Obtain quotations by sending requests for quotation to the suppliers
- Coordinate with warehouse team members for follow ups and updates
- Update daily Chemical Warehouse stock inventory list on portal
- Prepare weekly and monthly MRP reports
- Assist and respond researcher's queries
- Orders expediting by following up with the vendor, freight forwarder and customs clearance team
- Follow up and close PO discrepancy reports
- Upload images of stock items on Catalog
- Registration and activation of stock materials on SciQuest catalog
- Monitor stock consumption and deliveries of Dry ice and gas cylinders

Duties under Freezer program:

- Processing requests of access cards from researchers
- Invoice verification and processing payment for different suppliers
- Handling and taking care of replenishment shipments
- Meet and coordinate with vendors
- Respond customer inquiries
- Monitoring freezer stock including expired items

Chemical warehouse operations on regular daily basis:

- Assisting stock team about processing pending reservations
- Empty gas cylinders follow ups
- Reports (e.g.: Asset / equipment stock monitoring / reservations status reports etc.)
- Transportation support
- Handling special live animals (such as Mice, Frog etc.) shipments for research purpose and ensure to make the safe deliveries to the proponents
- Cover Front desk / customer service support
- Coordination of consumable items from suppliers for warehouse staff

KEY SKILLS AND COMPETENCIES:

Supply Chain Management

- Experience of developing and implementing supply chain strategies.
- Having good geography knowledge.
- Experience of working with Freight Forwarders.
- Ability to work in cross functional teams.
- Managing recognized brands.
- Ability to manage several projects and tasks at once.
- Good at organizing and managing people.
- A clear ability to negotiate and influence at all levels.

AREAS OF EXPERTISE:

- Supply Chain Strategies.
- Procurement Services.
- Supply Chain Management.
- Logistics management.
- Change Management

Personal:

- Excellent Leadership and motivation skills.
- Desire to be the best at customer service.

ACADEMIC QUALIFICATIONS:

B.Com (Bachelor of Commerce) from 1999 to 2002.
E.G.S.Pillai Arts and Science College, Bharathidasan University,
Nagapattinam, TamilNadu, India.

REFERENCES:

Available on request.

Experience Details:

- Saudi Oger Ltd, Saudi Arabia,

Administrator in KAUST Central Workshops- Core Lab (2009 August to Oct 2014)

Job Responsibilities:

In my Position of Administration which I am fulfilling in the Central Workshop with Saudi Oger, at KAUST, I am responsible for:

- Updating Job Requests frequently minute basis,
- Prepare Weekly Report, Monthly Report & Charging Reports to the Kaust Management,
- Administration Work with Our Workshop,
- Tools Issuing,
- Gate Pass Preparations,
- Latest Program of Loc8 (Asset Maintenance and Management Software, Inventory control)
- Record keep – ensuring all records are kept up-to-date
- Use Outlook to communicate

All these responsibilities and tasks I carry out with minimal supervision and can say that I am definitely a self-starter and where I see a need for something to be done, I will attempt to do it. I work well with my fellow team members and carry out my tasks without my Manager needing to follow my progress by the minute.

Anna University of science Technology.

Examination Board in Chennai,
TamilNadu, S,India.(6 Months)

Hotel Paris International, India.

Sr. Accountant cum Administrator (2002 Sep to 2004 Sep)

A.D.S. Jewelers, Malaysia.

Sr. Accountant Officer (2004 Sep to 2009 Jan)

Campus Technical Experience:

- Applications (Latest Program of Loc8 (Asset Maintenance and Management Software, Inventory control)

- Assembling (Assemble fabricated components which one made from our workshop)
- Certifications Held: (HSE_114: Emergency and Crisis Management Overview Training, HSE_101: Hazardous Waste Training, HSE_100: Laboratory Safety Training & Employee of the month)

Handling Sources:

Computer, Customer Support, Database Management, Documentation, Driving, Emailing, Engineering, Fabrication, Finishing, Follows Specifications, Grinding, Hardware, Implementation, Infrastructure, Languages, Operations, Photography, Product Reliability, Proficiency, Project Management, Programming, Quality Control, Quantitative Research, Present Reports, Refinishing, Remodeling, Repairing, Reporting, Security, Servers, Storage,

Educational Qualification:

B.Com (Bachelor of Commerce) from 1999 to 2002.

E.G.S.Pillai Arts and Science College, Bharathidasan University, Nagapattinam, TamilNadu, India.















H.S.C Board of Higher Secondary Examination

Madras March '1999'

Diploma in Computer Application

National Computer Education "1998"

Safety Coerces:

-  Research Safety Certificate
-  Emergency and Crisis Management Overview Training
-  Fire Extinguisher Training
-  Hazardous Waste Training
-  Incident Reporting Training
-  Lab Safety Training
-  Standard operating procedures
-  Compressed Gas Safety Training
-  Handling Glassware Safety Training
-  Hydrofluoric Acid Training
-  Interpreting Safety Data Sheets Training
-  Lab Equipment Safety Training
-  Laboratory Inspections Training
-  Liquid Nitrogen Training
-  Peroxide Testing

Software Qualifications:

- + MS Office
- + Accounting Package: Tally
- + LOC 8
- + FoxPro 2.6
- + SAP ARIBA / ERP Program
- + SRM Portal (PO's & shopping carts processing)

Driving Licenses:

- + Valid **TUV** Forklift license
- + Saudi Arabia (KSA)
- + United Arab Emirates (UAE)
- + Malaysia
- + India

PERSONAL DETAILS:

Father's Name: Hajamaideen

Date of Birth: 05.10.1979

Gender: Male

Nationality: Indian

Religion: Islam

Marital Status: Married

Language Known: English, Tamil, Hindi, Malayalam, Malay, Arabic

Home Phone: 00919489679796 / UAE # 00971581399154

Visa Status: Employment visa required.

PASSPORT DETAILS:

Passport No: P6287843

Date of Issue: 16.05.2017

Place of Issue: Jeddah {Saudi Arabia}

Date of Expiry: 15.05.2027

I hereby declare that the above details furnished are true to the best of my Knowledge and belief.



(H.Jaffer Ali)