



FOUZIA SHERIFF

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KEY SKILLS

Category Management
Strategic Sourcing
Procurement Optimization
Vendor Management
Supplier Negotiation
Cost Control & Reduction
RFQ/RFP/Tender Management
Contract Management
Regulatory Compliance
Risk Mitigation
Stakeholder Engagement
Total Cost of Ownership

IT Skills:

MS Excel, Oracle

EDUCATION

IIMT University, India

MBA in Finance & Marketing
Chandigarh (2005)

Bharathiar University, India

B.Com with Computer
Applications (2003)

Certifications:

- Chartered Institute of Procurement & Supply, UK, Level 4 (2025)
- Certified Professional Purchasing Manager (2021)

PERSONAL INFO

Date of Birth: 14th Aug 1982

Nationality: Indian

Marital Status: Married

Visa: Employment Visa

EXECUTIVE PROFILE

A management professional with 15+ years of experience in ensuring client success in engagements within the procurement, category management and business growth domains across the UAE and India.

Adept at driving procurement efficiencies, leveraging category management best practices, and implementing supplier consolidation and risk mitigation strategies to enhance operational efficiency and cost savings. Recognized for achieving significant cost reductions, enhancing supplier performance, and streamlining procurement processes to align with business objectives.

WORK EXPERIENCE

Sr. Category Leader

March 2015 - Present

Bukhatir Group, UAE

Achievements:

- Served as an advisor and confidante to the management on matters pertaining to strategic procurement, building internal competency and partaking in knowledge transfer initiatives.
- Achieved a 20% reduction in procurement costs by optimizing supplier contracts and negotiating better terms.
- Implemented a strategic vendor consolidation plan, reducing supplier base by 30%, improving efficiency, and enhancing supply chain resilience.
- Mentored and Trained Procurement Team members
- Nominated for Management Excellence Award - 2016
- Best Co-Ordinator of the year - 2012
- Best Employee of the Year - 2010
- Constantly achieving highest points in Appraisal.

Key Responsibilities:

- Spearheading a mandate spanning across procurement for initiatives in Education, FMCG and Facilities Management.
- Playing a key role in the optimization of costs, improvement of supplier performance, and alignment of category strategies with business objectives
- Developing category strategies and sourcing guidelines aimed at helping to achieve proposed results; interventions included market analysis, supplier analysis and total cost of ownership (TCO) analysis.
- Analyzing existing client procurement spend, processes, strategies and propose strategic sourcing solution and saving opportunities.
- Managing relationships with key suppliers, evaluating performance using KPIs and feedback mechanisms to enhance procurement efficiency.
- Leading negotiations for enterprise-wide contracts, ensuring cost-effective agreements while maintaining compliance with procurement regulations.
- Spearheading RFPs, RFQs, and tenders, securing the best-value contracts and implementing supplier consolidation strategies for better economies of scale.
- Developing risk mitigation plans to handle supply chain disruptions, ensuring seamless business operations.

Marketing & Sales Coordinator

March 2007 – March 2014

Eastern Technical Resources, UAE

Achievements:

- Exceeded sales targets by AED 1 million+, earning the Women Motivational Award in 2011 for outstanding performance.

- Promoted within 4 years due to exceptional contribution to sales growth and operational efficiency.

Key Responsibilities:

- Managed sales and procurement operations, coordinating with vendors to secure the best pricing and delivery timelines.
- Negotiated contracts with clients and suppliers, ensuring cost-effective procurement and sales agreements.
- Developed and maintained key client relationships, driving customer satisfaction and repeat business.
- Conducted market research and competitor analysis to refine sales and marketing strategies.
- Managed sales documentation, including proposals, purchase orders, and invoices.
- Assisted in product development initiatives by providing insights from market trends and customer feedback.

Operations In-Charge

July 2006 – February 2007

VRL Logistics LLC, Tamil Nadu, India

Achievements:

- Reduced shipment lead time by 15%, improving supply chain efficiency through vendor collaboration.
- Implemented quality control measures, reducing shipment errors by 25%.

Key Responsibilities:

- Oversaw end-to-end logistics and procurement operations, ensuring seamless coordination between suppliers and customers.
- Managed supplier negotiations to ensure timely and cost-effective procurement.
- Ensured compliance with regulatory requirements and company policies in procurement and logistics processes.
- Liaised with internal teams to resolve supply chain issues and optimize operations.
- Assisted in tracking shipments and resolving delivery discrepancies.
- Developed and maintained relationships with key vendors and logistics partners.

REFERENCES CAN BE PROVIDED UPON REQUEST