**MUHAMMAD HASSAN KHAN**

**E-mail**: hassan\_khan909@hotmail.com **Phone**: +971 52 373 0909

**Address:** Abu Dhabi, UAE  **Driving License**: UAE **Visa Status**: Residence Visa

**LinkedIn:** https://www.linkedin.com/in/muhammad-hassan-khan-164ab045/

**PROFESSIONAL SUMMARY**

Accomplished Senior Procurement Engineer with a proven track record, enhancing supply chain optimization and procurement process improvement. Expert in strategic sourcing, coupled with exceptional team-building capabilities. I have significantly contributed to project success and cost-reduction strategies in high-stakes environments.

**WORK EXPERIENCE:**

**SENIOR PROCUREMENT ENGINEER** AUG 2020 - PRESENT

**SHIELDERS ADVANCE INDUSTRIES – ABU DHABI – UAE**

***Military Armored vehicle and Oil & Gas fabrication & manufacturing-based company.***

* Managing the procurement of high-profile projects for Military Armored Personnel Carriers (APCs) and MRAPs, tailored for our esteemed clients.
* Plan and source raw materials, including marine-grade steel (A36, D36, etc.), mild steel, armored steel (ARMOX, RAMOR, SWEBOR, MILUX, etc.), STRENX, aluminum grades, stainless steel, and galvanized steel.
* Responsible for planning and sourcing of all fabrication & Quality control tools, machines, consumables, and personal protective equipment (PPE) both globally and locally.
* Analyze Purchase Request technical specifications and Scope of Work (SOW), select suppliers, float, RFP, RFQs to vendors, receive quotes, negotiate, finalize prices, and Purchase Orders (POs), Blanket Purchase Agreements (BPA), Service Maintenance Agreements (SMA) and contracts.
* Forecast demand, estimate material consumption, and establish cost parameters accordingly.
* Lead cost-saving initiatives, monitor lead times, and finalize credit terms within budgets to ensure high-quality, cost-efficient supplies based on the production plan.
* Conduct technical reviews with suppliers to ensure they understand the specifications and requirements for purchasing the right product.
* Vendor development to enhance suppliers’ performance led to an increase in quality, optimizing costs, and improving delivery standards, reducing Non-Conformance Reports (NCRs) and resolving non-conformances (returns, shortages, overages and quality issues).
* Develop a supplier diversification strategy that increases the number of approved suppliers by 40%, reducing risk and improving competitive pricing.
* Undertake complex analysis and price cost comparisons of multiple quotes to source, evaluate and select the most valuable suppliers and suppliers.
* Identify various VA/VE ideas in developed parts through different cost reduction strategies, such as alternative materials, process optimization.
* Utilize warehouse management expertise to reduce inventory holding costs and maintain accurate inventory records, ensuring an efficient flow of supplies in both ERP systems and manually through PLM.
* Handle logistics functions import/export regulations for customs clearance and transport handling.
* Manage non-disclosure agreements (NDAs), create and amend vendor codes, maintain cost sheets, generate purchase orders (POs), and handle Vendor payment invoices proficiently.
* Follow-up on deliveries of goods to ensure the ready availability of materials to meet production and dispatch targets.
* Update the tracker and maintain status records for Pos files, payment tracking, quotations, and other related documents. Create and maintain accurate contractual records for all new and existing suppliers.
* Maintain all files and data relating to POs, Service Maintenance Agreements (SMA) and contracts as appropriate.

**PROCUREMENT & STOCK CONTROLLER.** DEC 2018 - DEC-2019

**BUILD UP EXHIBITION FIXTURE LLC - DUBAI – UAE**

* Handling a team of 90 workers in the workshop and warehouse on-site.
* Overseeing on-site operations and coordinating logistics for the offloading of trucks with Agility and Al Nabooda.
* Setting up and negotiating contracts to obtain favorable pricing and delivery structures and purchasing BOM materials on time to meet production requirements.
* Preparing and sending requests for quotations (RFQs) to approved suppliers.
* Preparing purchase orders in line with agreed minimum and maximum stock levels within budget.
* Building long-term relationships with suppliers to ensure continuity and improved quality.
* Collaborating closely with the production team to recommend purchase quantities, leading to a 15% decrease in excess inventory costs, ultimately supporting a smoother production process.
* Handling all petty cash flow on-site and in the workshop maintain files and record.
* Maintaining the warehouse by planning and implementing new design layouts.
* Controlling inventory levels by conducting physical counts on a weekly/monthly basis and reconciling with the data storage system.
* Producing reports and statistics regularly (IN/OUT status report, dead stock report).

**OPERATION OFFICER.** AUG 2016 - DEC 2018

**BYBLOS HOSPITALITY - DUBAI – UAE**

* Maintaining and updating the reservation system and guest database.
* Ensuring accurate documentation of all bookings and cancellations.
* Working closely with the front desk, sales, and marketing teams to ensure seamless operations.
* Assisting in developing promotional strategies to boost reservations during low occupancy periods.
* Generating daily, weekly, and monthly reports on reservation statistics.
* Monitoring room availability and implementing pricing strategies to maximize occupancy and revenue.
* Collaborating with sales, marketing, and front office teams to develop promotional campaigns and packages.

**SENIOR OPERATION OFFICER** AUG 2013 - JUN 2016

**MEEZAN BANK LTD – PAKISTAN**

* Working on CRM and Temenos T24 with due diligence to ensure compliance with prudential regulations.
* Customer relationship management and services at the front office; document controller.
* Service quality management for the bank and promotion of sales.
* Achieved audit clearance for the branch by leading a team to prepare for the audit, resulting in a 100% compliance score and ensuring all documentation was in order ahead of schedule.
* Ensuring proper financial documentation and preparing monthly reports.
* Managing all aspects of administrative and personnel needs for ground supply operations.

**EDUCATION:**

**MASTERS - MBA Supply Chain Management / Project Management** AUG 2012 - JUN 2015

SZABIST University.

**Bachelors - BE Electronics** MAR 2008 - DEC 2011

Dawood College Of Engineering & Technology.

**SKILLS:**

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| * ERP (Enterprise Resource Planning)
 | * Strategic Sourcing
 | * Team building/ Team player
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| * Negotiations techniques
 | * Supplier relationship
 | * Project Procurement Management
 |
| * Vendor sourcing
 | * Budgeting
 | * Materials Management
 |
| * Cost-reduction strategies
 | * Inventory Planning
 | * CRM
 |
| * Risk analysis & mitigation
 | * Planning and Organization
 | * Microsoft Office
 |
| * Analyzing data
 | * Warehousing
 | * Data Management & invoicing
 |
| * Supplier Sourcing
 | * Inventory management
 | * Time Management
 |
| * Communication skills
 | * Transportation & Logistics Management
 | * Organizational skills
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**CERTIFICATION:**

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| * Basic First Aid, Basic Fire Fighting & Fire Warden.
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| * Specialized Course on PLC (Skill Tech International Karachi).
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