

# AEJAZ AHMED

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## PROFILE SUMMARY

12 years of Experienced Professional in Sourcing & Product Development in Perfume Manufacturing Industry. Primarily responsible for Procurement & New Product Development, independently handled Packaging Development, Sourcing of Components, Export & Import Logistics.

Further 4 years of experience in Procurement & Import Logistics End to End. Inclusive of Documentation, Logistical Coordination, Clearance and Projections to ensure smooth Supply Chain Management.

## CORE COMPETENCIES

- Packaging regulatory compliances – GCC, EU standards, USFDA
- New Product Development & Introduction of New Product Ranges & Categories
- Secondary Packaging Development
- Product Registration – SFDA, SABER, ECOSMA & CITES
- Budget Management & Product Costing
- Import & Export Management, Logistics & Shipment Clearance
- Material Management & Requirement Planning

## KEY ACHIEVEMENTS

- Involvement in New Product Development of Makkaj Brand Perfumes, Development & Maintaining multiple components stock.
- Secondary Packaging - Design development in coordination with Marketing Head and creative designers.
- Successfully developed various packaging components for different Products ranges and Product types.
- Product Launch Schedules were attained with proper planning & timely arrangement of various components.
- Ability to work under pressure as I have performed multi task in many occasions, specific to Product Development, Material Management & Logistical aspects of both Export & Import.
- Reduced spending through sourcing/ screening new vendors and vendor development for various packaging components and enhanced logistical planning to save transportation cost.
- Introduced Material Requirement Planning for new products and repeat requirements to ensure timely supply of various components.
- Developed & Maintained Packaging Materials Specification for various types of Packaging components for ISO/ GMP audit needs.

## EXPERIENCE

**Al Majeed Modern Industry for Perfumes | Makkah, KSA**

*Brand: Makkaj Perfumes (Ajmal Perfumes Group)*

January 2009 – Present



### **Designation: Senior Executive – Sourcing & Product Development:**

Working in Sourcing & Product Development Department, responsible for New Product Development/ Business Development/ Managing Sales/ Export Import Management & Material Management.

### **Primary Job Responsibilities under Product Development:**

- Preparation of Product Grid, Product Costing of all new and existing products.
- Supervision of day to day product development aspects from dummy sample preparation to attain final product form and stock availability for product launches.
- Preparation of Project Status Updates duly coordinating New Product Development team and suppliers for Packaging Developments.
- Actively involved in New Product Launches to make awareness of New Products through Product Dockets & Product Creatives for marketing needs.

- Involvement in market survey, coordination with product development team for new ideas, introduction of new product ranges, products lines to be introduced and planning replacement existing products.
- Secondary Packaging development / design conceptualizing, briefing design & pattern for paper boxes development based on primary packaging concept and category.
- Preparation of Master Packaging Document, Assistance in Bill of Material & Production Bundling of Components and taking part with Production team leader to ensure proper steps ascertained.
- Coordination with Production Head & Supervisors to understand difficulties if any in new product lines and devising effective ways in due consultation with technical team.
- With best leadership practices, supervised team members for timely issue of Purchase Order for various components and tracking status of materials ordered, Dispatches and logistical aspects for safe receipt of components.
- Preparation of various reports through ERP, MIS & MS Office.

#### **Secondary Job Responsibilities under Export Import & Material Management:**

- Periodic liaison with customers for new orders, knowing product movement, negotiating sales deals with customers and following up on a regular basis.
- Offering quotes, manage orders, contracts, maintaining different pricing policy for different market, supervision of export documents for timely dispatch of export orders.
- Exposure & Great understanding of major incoterms such as CIF, FOB, Ex Works, C&F, FCA, DDP & DDU etc.,
- Responsible for Product registration documents such as SFDA, SABER, ECOSMA & CITES for Import & Export of raw material and Perfumes and other requisites of clients.
- Coordinating with forwarders, transportation providers to ensure prompt and proper movement of export & import shipments.
- General awareness of demand planning systems and Periodic sales assessment for planning repeat requirements and liquidation of a product and planning road-map to introduce new references in place of liquidated products to maintain minimum required SKUs of each product category of the brand.
- Involved in Procurement Budget Planning of various components, Endorsing Payment Reconciliation and Knowledge of L/C procedures for Import & Exports requirements.

**T. Abdul Wahid & Company | Chennai, India**  
April 2004 – December 2008



#### **Designation: Executive Purchase**

- Coordination with production units & stores requirements and vendors for making necessary arrangements for supply of goods ordered.
- Arrangement of goods and services on time and responsible for planning periodic requirements of leather tannery.
- Obtaining quotes, preparation of Purchase Order and processing orders for timely delivery of stock.
- Maintained firm business relationship with vendors for improvement in delivery lead time, negotiation and improvement of payment terms to benefit organization.
- Coordination with logistics partners and other logistics providers for smooth functioning of supply chain activities and to meet goods and services on time.
- Periodic update on delivery status of various ranges of requisites, delivery schedules and difficulties and issues specific items if any to department head.
- Preparation of payments requests based on stipulated due dates and preparation of monthly payment forecasting for Finance team.
- Preparation of payments requests, import documentation, Letter of Credit application, checking payment status of purchases, arranging payments on agreed terms.
- Managed transportation of a portfolio of transportation of different cargos and prepare back-up transportation.
- Hired and trained new employees, supervised and educated staff to carry out major, important and routine tasks related to purchase department.

## EDUCATION

### University of Madras, India

Graduated in Bachelor of Corporate Secretaryship – 2004

## CERTIFICATIONS & TRAININGS

- Certified training course on HALAL Compliance awareness on March 2017 from IHIA, Malaysia
- Certified training course on ISO GMP – 22716 standards on March 2016 from SQC, UAE.
- Certified training course on Microsoft Excel 2010 – Level 1,2 & 3 on January 2013.

## TECHNICAL SKILLS

- Well versed with MS – Office
- Outlook

## STRENGTHS

- Effective Communication Skills
- Honest & Ethical to Work
- Effective Team Player
- Result Oriented
- Flexible & Adoptable to Change
- Problem Solving Skills
- Willingness to Learn
- Increase Knowledge Base & Skills

## ADDITIONAL INFORMATION

Date of Birth	- 24/05/1984
Languages known	- English, Tamil, Urdu, Arabic (Basic)
Driving License	- Holding Indian & KSA Driving License
Marital Status	- Married
Dependents	- Spouse & 1 Child
Visa status	- Employment Visa in KSA
Hobbies / Interests	- Playing Shuttlecock, Jogging, Internet Browsing & Research using Google & other social networking sites.

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