

SHAHID AZIZ

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A highly skilled and results-oriented Buyer/Procurement Officer with 20 years of experience in sourcing, purchasing, managing and optimizing procurement processes across diverse products and industries, complemented by 1.5 years of experience as a Warehouse Supervisor. Seeking a challenging position that allows me to apply my skills and experience to drive business growth, while continuously developing new competencies and staying updated on industry trends and technological advancements.

PROFESSIONAL EXPERIENCE

PROCUREMENT OFFICER

Sep 2009 to until

Sayed Hamid Behbehani & Sons Co. W.L.L - Mech-Division Industrial Area Shuaiba, Kuwait

- Conducted comprehensive market research by analyzing Purchase Requests (PR) for goods and services, and efficiently issued RFQ, RFP, and RFI to Competent suppliers.
- Compiled and evaluated received bids through a detailed comparison sheet, assessing both pricing and technical specifications. Collaborated with vendors to negotiate favorable pricing, delivery schedules, and payment terms, ensuring cost efficiency and alignment with the company's operational goals.
- Developed a split award analysis to identify cost-saving opportunities and submitted the most competitive proposal to the end user for approval on alternative materials and delivery timelines.
- Prepared and issued Purchase Orders for the selected bidder upon receiving management's final approval.
- Coordinated the opening of Letter of Credit (L/C) with the bank, prepared money transfer documents for advance payments upon receiving a countersigned copy of the Purchase Order from the supplier.
- Managed shipments under Ex-Works (EXW) terms with vendors by liaising with shipping and logistics companies to ensure timely and efficient delivery of goods. Followed up with suppliers to obtain shipping documents and expedite material delivery, ensuring on-time receipt of goods.
- Worked closely with suppliers and end user to ensure timely delivery of goods and facilitated the return or replacement of defective or non-compliant items.

BUYER (DEPARTMENT OF PROCUREMENT)

Oct 2006 to Aug 2009

KBR (Kellogg Brown & Root)

Head Office Al-Fawzan Complex Al-Egaila, Kuwait

- Reviewed MR of goods/services and conducted local and overseas market research.
- Prepared RFQ in RFX software and transmitted to approved suppliers based on market research results.
- Prepared bid tabulation to compare prices and evaluate the technical aspects of received quotations.
- Negotiated with vendors to shorten delivery timelines and reduce prices, optimizing cost efficiency and improving supply chain performance in alignment with the company's best interests.
- Conducted split award analysis to identify cost-saving opportunities, submitting the lowest bids (excluding prices) to end users for review, approval, and confirmation of alternative materials and delivery schedules.
- Prepared additional fund requests when total Purchase Order (P.O.) value exceeded the estimated budget, ensuring proper financial control and approval processes.
- Generated Purchase Orders (P.O.) in SAP for the recommended bidder, allocating costs in alignment with project requirements and financial allocations.
- Coordinated with management to review and approve Purchase Orders before sending them to awarded suppliers, ensuring all documentation is properly signed and processed for execution.

ADMINISTRATIVE SPECIALIST (DEPARTMENT OF PROCUREMENT)
KBR (Kellogg Brown & Root)

Sep 2005 to Oct 2006

Head Office Khalifa Resort Al Juliah, Kuwait

- Conducted comprehensive physical reviews of the entire P.O. file for closeout, ensuring the proper sequencing and accuracy of all required documents, including Requisition, Market Research, RFQ, Bids, Memo, Purchase Order, Change Order, Delivery Note, Material Receive Record (MRR), Invoice Transmittal Form (ITF), Invoice, Proof of Payment (POP), and Affidavit.
- Updated and maintained the MS-Access database in accordance with P.O. file records, and scanned documents for efficient record-keeping and future reference.

WAREHOUSE SECTION SUPERVISOR
KBR (Kellogg Brown & Root)

Feb 2004 to Sep 2005

GS Class IX Warehouse Camp Arifjan, Kuwait

- Supervised the Receiving, Turn-in, and Storage (Delta, Charlie, Kilo) Sections, ensuring smooth operations and adherence to safety protocols. Trained and motivated staff in receiving, stock, and supply procedures.
- Conducted daily Total Safety Task Instruction (TSTI) briefings for subordinates, ensuring comprehensive understanding of safety protocols and fostering a culture of safety compliance.
- Monitored and managed the material process using SARSS and FEDLOG to ensure efficient workflow.
- Maintained warehouse inventory accuracy between 95-100% for property valued at approximately \$75M.
- Oversaw maintenance and location surveys, spot checks, and processed Material Requirements Orders.
- Prepared and submitted daily progress report to the Manager to track operational performance & updates

EDUCATION

B.A (Bachelor of Arts) April, 2000

University of the Punjab, Lahore, Pakistan

F.A (Faculty of Arts) 26 September, 1997

Govt. Degree College, Daska, Board Gujranwala, Pakistan

Metric (S.S.C) 11 July, 1995

Govt. High School, Daska, Board Gujranwala, Pakistan

Graduation KBR Virtual PSM (Procurement & Supply Management) Academy June, 2007

Buyer Training Course (KBR) February, 2008-09

COMPUTER AND SOFTWARE SKILL

DIPLOMA IN COMPUTER SCIENCE

Western Computer & Commerce College, Daska, Pakistan

Microsoft office (Access, Excel, Word, Outlook, Power Point etc.), Internet search, Fax, Scanning

Proficient in utilizing software such as SAP, RFX, SARSS (Standard Army Retail Supply System), and SBM

ACHIEVEMENTS

Received Certificates of Achievement and Appreciation from the US Army and KBR for being the top-performing Buyer, having processed 111 MRs in May 2008 with an average completion time of 5.9 days from receipt to award. Also recognized for excellence as a market researcher, SARSS operator, Supervisor Warehouse Receiving, Turn-in and Storage Sections.

LANGUAGE KNOWN

- English, Urdu, Arabic, Hindi, Punjabi.

PERSONAL INFORMATION

- Date of Birth : 10th June, 1978
- Nationality : Pakistani
- Religion : Islam
- Marital Status : Married
- Residence Status : Article 18 (Transferable)
- Civil ID No. : 278061006867
- Civil ID Expiry Date : 07 April, 2025
- Passport No. : BH1811233
- Passport Expiry Date : 07 Mar, 2030
- Driving Permit : Hold valid driving licenses for Kuwait and Pakistan.

ABILITIES

I am a dynamic professional with excellent verbal and written communication skills. Absolutely competent to deal effectively with all levels of individuals, extremely hard work and dependable individual with excellent interpersonal skills, self-motivated and able to function well independently or in a group. Given the opportunity in your esteemed organization I am committed to applying my skills and efforts to achieve success and exceed expectations in fulfilling my role.