

BILAL HUSSAIN

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SENIOR-LEVEL PROCUREMENT & SUPPLY CHAIN PROFESSIONAL Certified Procurement Manager | Senior Logistician | Contracts Administrator

Highly motivated manager with more than 20 years' experience overseeing procurement and supply chain activities and utilizing KPIs while worked with INGOs and International development consulting firms in projects funded by international donors, such as USAID, DFID (FCDO), World Bank, ADB, and IBRD.

Practiced in reorganizing purchasing process, improving business performance, increasing efficiency, deriving for results, and achieving organizational goals. Proven expertise scheduling, managing, and completing procurement projects within the policy framework of donors, INGOs, and implementation partners in accordance with donors, PPRA and FBR rules. In-depth knowledge of business and procurement operations, standard management policies, methods, procedures, and logistic readiness. Skilled in supervising and delivering refresher training of procurement and logistics field team. A culturally aware business strategist, forge supplier relationships, and build consensus across multiple organizational levels, while operating in local and international environments.

AREAS OF EXPERTISE

Procurement & Supply Chain Management | Contract Negotiation | Strategic Planning & Analysis | Security risk assessment | International Development | Budgeting & Cost Control | Strategic Sourcing | Team Building & Leadership | Risk Management | Contracts Administration | Policy Framework | Program Management | PPRA & FBR Regulations | Complex Problem Resolution | Communication Skills

PROFESSIONAL EXPERIENCE

VTT GLOBAL

2022 – TO-DATE

Public Sector Contracts & Procurement Management Expert (Technical Advisory, Monitoring and Evaluation Transaction Support) www.vttglobal.com

Job Description

- ▶ Design standard agreement(s) with due care to the peculiarity of the project(s), help in preparing and managing award of contracts.
- ▶ Negotiate contract agreements for projects.
- ▶ Assess contractor performance to identify the need for amendments of existing contracts.
- ▶ Prepare and edit contracts between the Commission and Consultancy Firms and handle breach of contracts.
- ▶ Serve as liaison with outside contracting representatives during the contracting phase.
- ▶ Develop and implement effective TORs / RFPs.
- ▶ Research regulations to guarantee contracts are updated and in compliance with laws.
- ▶ Coordinate with Consultancy Firms to guarantee terms of contracts are fulfilled in compliance with the contract terms and regulations.

MOTT MACDONALD, UK

2017 – 2021

Procurement Manager (Food Fortification DFID Funded Program) www.mottmac.com

Led the development and execution of procurement, logistics/supply chain activities by analysing suppliers' performance, managing payment, and ensuring quality. Directed contracting process and procurement exercises in accordance with national, international, and DFID (FCDO) requirements. Examined prequalified suppliers in various national and international markets for emergency procurement processes. Executed call-down contracts for equipment in line with international best practice while coordinating with DFID's procurement suppliers. Produced, retained, and submitted monthly, quarterly and annual reports to DFID in a timely manner.

Key Accomplishments

- ▶ Succeeded in attaining KPIs and key activity with budgetary milestones by leading implementation process via close collaboration with high performing technical director and team leader.
- ▶ Established and maintained supply options in liaison with international/national suppliers and stakeholders.
- ▶ Achieved bottom line results by creating procurement and supply chain strategies, purchasing schedules, distribution and sales plans in consultation with PFMA, PVMA and other stakeholders.
- ▶ Played an integral role as a member of risk and security team to ensure provincial/district administration on security assessment and clearance of consignments.

COFFEY INTERNATIONAL DEVELOPMENT, UK**2014 – 2017*****Procurement Consultant, 2017 (FCO Conflict Stability and Security Fund (CSSF) Framework Call-off contract)***

Built synergies with team members to ensure efficient delivery of all procured items, providing seamless process flow.

Key Accomplishment

- ▶ Effectively planned and delivered refurbishment and forensic items short term project funded by UK Foreign and Commonwealth Office in a volatile area.

Procurement Manager, 2014 – 2016 (Peacebuilding Support to Post Crises Needs Assessment, Aitebaar – DFID Funded Program) www.aitebaar.org & www.coffey.com

Positioned as a main point of contact for supply chain, imports, customs exemptions, and delivery to end users while handling program procurement at all monetary levels for counterparts and associates. Received invoices and ordered consignments and produced complete paperwork case for the payments in line with terms of PO and specifications. Created suppliers, contractors, and supplies' prices databases for all related procurement at the county level.

Key Accomplishments

- ▶ Created and executed program and procurement work-plans on "Procurement tracker". Skillfully analyzed and made security aspects of area as well as maintained reports for future reference.
- ▶ Assured integration and harmonization of logistics, procurement, and supply systems via close collaboration with program units related to security and risk unit.
- ▶ Set a benchmark of excellence by executing and supervising operational procurement and logistic activities for RME, program outputs, F&A, and frame-work contracts.
- ▶ Recognized delays and all issues with the line manager while filling all procurement documents, files, and folders to assure accurate tracking and documentation for audit purposes.

COFFEY INTERNATIONAL DEVELOPMENT, UK**2013 – 2014*****Office & Procurement Manager (Peacebuilding Support to Post Crises Need Assessment, Aitebaar, DFID Funded Program) www.aitebaar.org & www.coffey.com***

Assumed and maintained full accountability for managing training contracts with government departments in KPK. Created local project office and expatriates' guest house in Peshawar. Analyzed and outsourced jobs and executed agreements/purchase orders with national and international sub- contractors at Islamabad and KPK locations.

Key Accomplishments

- ▶ Optimized optimum efficiency by creating and improving procurement, logistics, supply chain, and security processes while coordinating with team members.
- ▶ Scheduled and executed operational and project deliverable procurement, such as hiring of national level security agency including personal protection officer, armed, and unarmed guards.

- ▶ Assured accuracy of data records within project tools/systems by retaining procurement and logistics team calendars, schedules, deadlines, and mobilization trackers.
- ▶ Steered internal coordination meetings with government departments, counterparts, associates, and security/risk unit to identify and assess needs of equipment, services, and materials.

MANAGEMENT SYSTEMS INTERNATIONAL, USA**2011 – 2012****Procurement Officer** (*Independent Monitoring & Evaluation Contract, USAID Funded Program*) www.msiworldwide.com

Expertly handled procurements related to back up systems, IT equipment, and server room. Administered procurement of goods and services for USAID funded Independent Monitoring and Evaluation Contract. Examined and procured goods for monitoring, evaluation, Pak info components, and Project Implementing partner and sub-contractor.

Key Accomplishments

- ▶ Developed project offices at Lahore, Islamabad, Karachi, and Peshawar led procurement, such as security.
- ▶ Offered logistical support related to acquisition and transportation of inventory from donor funded program.

DEVELOPMENT ALTERNATIVES INC, USA**2009 – 2010****Procurement Officer** (*FATA Capacity Building Project, USAID Funded Program*) www.dai.com

Oversaw and completed turnkey projects, such as setting up of FM radio station at Mardan for IDPs. Represented procurement unit for contracting media firm houses for production, broadcasting, and distribution of teleplays, documentaries, radio features, TV/Radio Spots and commercials on behavior change in FATA. Steered market survey to analyze trends and determine availability of vendors, subcontractors, and suppliers to meet project's requirements.

Key Accomplishments

- ▶ Successfully purchased bulk supplies, large scale grants furniture/fixture, IT equipment, specialized software, and electronic & electrical appliances for NGOs/CSOs, PC1 project, GIS unit, and IDPs displaced from Northern Areas.
- ▶ Achieved desired results by designing and executing large scale procurement of goods and services for project operations and program activities for FATA Secretariat, FATA Development Authority, FATA Agencies and government offices in FR Areas.
- ▶ Led the procurement, installation and commissioning of various machinery items, such as heavy duty diesel generators from 50 to 500 KV, 200 KV stabilizers to support running of broadcast equipment.
- ▶ Actively contributed in procurement unit in bid/procurement committee meetings to manage procurement projects at all monetary levels and install radio broadcast equipment for national radio station.

-----**ADDITIONAL EXPERIENCE**-----

Administration Officer | Ocean Pakistan Ltd, 2002 – 2008 (*OPII/Oxy*) www.opii.com.pk

Manager Admin & Online Business | Consortium of companies involved in the business of real estate, travel/tourism, and relocation services, 2001 – 2002

Admin & Tech Training Officer | Finnroad Oy & FINNRA, Finland, 2000 – 2001 (*Road Management Project, Funded by World Bank, NDF & ADB*)

Manager Admin | Saeed Kamran Patel & Co, (Chartered Accountants and Management Consultants), 1995 – 1999

HONORS AND AWARDS

Certificate of Recognition by Hashoo Foundation
 Commendation Certificate by Inspector General Police Islamabad
 Recognition Certificate by COO, Ocean Pakistan Limited

KEY PROJECTS

Model Police Units, Mobile Forensic Units for Govt of, KPK, 2014 – 2016
Interlinking Government Institutions through Modern Communication Equipment, 2010 – 2010
Setting up multi building office operation facilities at Sudan, 2004 – 2004
Designing and Implementing B2B Web Portal, 2001 – 2002

EDUCATION & PROFESSIONAL BACKGROUND

BACHELOR IN ISLAMIC STUDIES/ETHICS, PAK STUDIES, HISTORY, & JOURNALISM from University of Punjab, 2000

COURSES

CIPS level 4 in Procurement & Supply | Supply Chain Management | Oracle Assets Management | MS Project 2000
National Cadet Corps, Certificate of Service | Qualified Medic Training Certificate