

umaz zafar

Supply Chain Professional

As a supply chain professional, I specialize in the management and coordination of all activities involved in the production and delivery of goods and services to customers. This includes overseeing the flow of materials, information, and finances from the point of origin to the point of consumption. I am responsible for ensuring that every aspect of the supply chain runs smoothly, efficiently, and cost-effectively, while maintaining the highest possible quality standards. My role involves working closely with suppliers, manufacturers, distributors, and logistics providers to optimize processes, reduce costs, and enhance overall performance.

✉ umaz.zafar@gmail.com

📍 Nust H-12 campus Islamabad, Islamabad, Pakistan

☎ +923063844868

🌐 [linkedin.com/in/umaz-zafar-818aba15b](https://www.linkedin.com/in/umaz-zafar-818aba15b)

WORK EXPERIENCE

PROCUREMENT OFFICER

K.K. POWER INTERNATIONAL (PVT) LTD

11/2021 - 1/2023

ISLAMABAD

Responsibilities/Tasks

- Supervising of Procurement Team and maintain relationships with vendors/suppliers
- Purchasing of equipment, services, supplies and review all vendors and suppliers
- Maintain and update a list of suppliers and preparing P.O and payment of bills
- Reviewing, comparing, analyzing product to purchase
- Collecting information regarding supplier qualifications, delivery times, product range and manage the filing, storage and security of documents
- Preparing Budgets, cost analyses and report and maintaining proper record of documents issued or received till the final receipt of goods and final payments to suppliers.
- Receive and verify all the goods from supplier and verify bills for which the payments are due

INVENTORY CONTROL MANAGER

BALOCHISTAN INSTITUTE OF CHILD HEALTH

02/2020 - 09/2021

QUETTA

Responsibilities/Tasks

- Initiate the procurement process as per plan after getting approved requisitions and ensure that all the information i.e. specification, quantities, locations. And also make sure that provided information are enough for suppliers/service provider to participate
- Supplier Selection and Vendor Management
- Member Procurement committee, record and preparation of bids, contracts & all related documents of each case
- Preparing Budgets, Cost analyses and Reports and maintain purchase records and other important data
- Spend analysis of hospital to ensure supply portfolio transparency
- Record deliveries and shipments to reconcile inventory and ensure that the products and supplies meet quality standards
- Analyze data to anticipate future needs
- Negotiate pricing and supply contracts

EDUCATION

MS Logistics And Supply Chain Management

NUST Business School (NBS)

09/2021 - 1/2023

Sector H-12 Islamabad, Pakistan.

Courses

- Supply Chain, Procurement, Global logistics and Transpiration, Management Information Systems, Operation Research, Operation management, Inventory and Warehouse Management, Stochastics Modeling

SKILLS

Microsoft Office

QM Windows

Communication Skills

Analytical Skills

Procurement

Goals Achievement

Supplier Evaluation and Selection

Inventory Management

PERSONAL PROJECTS

UNICEF (06/2020 - 06/2021)

- Hygiene Kits and Medical Supplies
- Support Life Saving work to help over come COVID disruptions

Mufti Mehmood Hospital Kuchlak (08/2020 - 10/2020)

- Hospital Procurement Issues
- Manage oxygen supplies
- Medical supplies audit

CERTIFICATE

Excel Technologies and Informatics (03/2015 - 12/2015)

MS Office and Computer Fundamental and Operating Systems

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Swimming

Hourse Riding

Book Reading