

Syed Shaizaan

**Supply Chain Specialist -
Planning Department**

Personal Details:

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Date of Birth: 08/10/1994
Nationality: Indian
Marital Status: Single
Iqama: Transferable

Languages Known:

English



Hindi



Telugu



Urdu



Core Skills

- Supply Chain Management Expertise
- MS Office Suite and ERP
- Procurement and Logistics
- Inventory Management
- Client Management and Vendor Management
- Planning and Forecasting
- Internal Audit
- Data Management and Report Making
- Data and Performance Analysis
- Shipment Coordination
- Regulatory Compliance
- Market Knowledge

Summary

Experienced and adaptable professional with 10+ years across supply chain, procurement, operations, research, and finance. Proven expertise in managing end-to-end supply chain processes in the pharmaceutical industry, with prior success in construction procurement, business consulting, and financial operations. Known for strong analytical skills, cross-functional collaboration, and a consistent drive for process improvement and efficiency across diverse sectors.

Work Experience

Pharma Pharmaceutical Industries & Biological Products
Supply Chain Specialist/Planning
September 2022- Present

- Develop and manage end-to-end production plans based on demand forecasts and manufacturing capacities to ensure timely product availability.
- Monitor and control inventory levels of raw materials, semi-finished, and finished pharmaceutical products to optimize stock levels and reduce carrying costs.
- Plan and coordinate the procurement of packaging materials aligned with production schedules and market needs.
- Manage supply planning for both government tenders and the private market, ensuring timely
- Coordinate international sourcing and importation of semi-finished and finished pharmaceutical products, ensuring regulatory compliance and continuity of supply.
- Collaborate closely with cross-functional teams including Regulatory Affairs, Quality Assurance, Sales, Marketing, and Warehousing to ensure smooth planning and execution.
- Analyze historical data, sales trends, and market insights to develop accurate demand forecasts and align supply chain activities accordingly.
- Identify and implement process improvements to enhance supply chain efficiency, reduce lead times, and optimize costs.
- Utilize ERP and planning (Epicor) for production planning, procurement tracking, inventory monitoring, and reporting.
- Support internal audits, quality reviews, and compliance documentation related to supply and production planning functions.
- Direct and supervise the entire procurement operation, ensuring efficient and effective processes.
- Administer purchase orders, sales orders, and invoices, ensuring accurate documentation and –timely issuance to suppliers and customers.
- Establish procedures, priorities, schedules, and planning for production, quality, and procurement actions.

Interpersonal Skills:

- Attention to Detail
- Customer Focus
- Ethical Conduct
- Time Management
- Networking Abilities
- Communication and Negotiation
- Adaptability and Flexibility
- Leadership and Team Collaboration
- Analytical Skills
- Problem-Solving Abilities

Academic Qualification

- B. Com (Computers) from Palamuru University | 2015
- C.E.C from Board of Intermediate in 2012
- S.S.C from Board of Secondary Education in 2010

- Receive and review all procurement requests for completeness and compliance with necessary processes.
- React swiftly to changes in SFDA - NUPCO or private market conditions to improve business processes.
- Maintain close relationships with vendors, suppliers, and contractors to stay updated in market conditions, pricing, and availability, and resolved procurement issues.
- Participate in on-the-job training, mentoring, and coaching of direct reports.
- Apply solid understanding of inventory management practices and procedures.
- Multitask efficiently in a fast-paced environment, identifying and suggesting improvements when opportunities arose.
- Coordinate closely with management and other departments such as Production, Quality, and Warehouse.
- Supervise and track shipments, ensuring timely deliveries and addressing any potential delays or issues.
- Maintain records of production plans, inventory, shipping, and transportation activities, providing regular updates to collaborators with accuracy
- Implement efficient logistics solutions ensuring compliance with industry regulations, safety protocols, and project-specific requirements in all logistics operations.
- Minimizing Out of Stock, FG and Material losses, monitor and optimize to set supply schedule by communicating with Demand, Distribution, C&P, Marketing and Sales.

Al Shubaily Group (Saudi Arabia)

Procurement Specialist

February 2022 – August 2022

- Sourced and procured construction materials, equipment, and services by collaborating with project teams and reviewing BOQs.
- Negotiated contracts, pricing, and terms with suppliers and contractors to ensure cost-effective and timely purchasing.
- Managed vendor selection, onboarding, and performance to uphold quality standards, compliance, and timely delivery.
- Utilized ERP systems to manage purchase requisitions, orders, and end-to-end procurement workflows effectively.
- Ensured all procurement activities adhered to project budgets, company policies, and regulatory compliance requirements.

The Business Research Company (India)

Associate Consultant (Research)

July 2019 – January 2022

- Experienced in developing and managing complex database projects to track big corporate deals.

- Managed onshore stakeholder engagement to streamline business requirements and usage needs, ensuring alignment with client objectives.
- Provided strategic advice, applying advisory skills alongside the client's decision-making group on process development, planning, and execution.
- Managed client queries and facilitated effective communication, channelling feedback through the workflow to enhance service delivery.
- Analyzed market trends and prepared regional snapshots on corporate deals.
- Awarded as **Star Performer** for the years 2020 & 2021.

Esar Entrade Ltd (India)

Sr. Accountant / Operations Manager

December 2014 – June 2019

- Experience in processing applications and handled the entire data entry process, ensuring accuracy and efficiency in recording customer information.
- Worked as an operations manager, overseeing the processing of financial activities, including the provision of loans and advances.
- Developed initiatives to improve company operations enhancing overall efficiency.
- Assessed alterations and performance of both external and internal staff, maintaining high standards of service.
- Ensured compliance with business relations and financial regulations.