



Jamshed Hussain

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Address: H # 197 Sector 6B, North Karachi industrial area, Karachi, Pakistan.

Current Address: Qurtubah, Arar City, **Saudi Arabia**

Career Summary

Senior Procurement & Supply Chain Professional with 7+ years of progressive experience in **strategic sourcing, vendor management, contract negotiation, and cost optimization** across manufacturing, construction, and corporate environments. Currently working in Saudi Arabia, combining **procurement expertise** with strong **document control and compliance skills** for large-scale projects. Proven ability to **lead procurement functions**, deliver measurable cost savings, and ensure timely supply of high-quality materials. Adept at working in **fit-out, joinery, and construction-related procurement**, managing suppliers across KSA and internationally.

Core Competencies

- Strategic Sourcing & Tender Management
 - Contract Negotiation & Administration
 - Supplier Relationship Management
 - Fit-out & Joinery Procurement
 - Cost Control & Budget Management
 - Logistics & Delivery Coordination
 - RFQ / RFP Preparation & Evaluation
 - Inventory & Demand Planning
 - ERP & Procurement Systems (SAP, Oracle, Primavera)
 - Compliance & Regulatory Adherence
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Professional Experience

Key Relevant Experience

- Negotiated and secured supplier contracts delivering up to **15% cost savings** annually.
- Managed procurement for multiple high-value projects, ensuring **on-time delivery** and adherence to quality standards.
- Led tendering processes, bid evaluations, and supplier performance reviews.
- Sourced fit-out, joinery, and construction-related materials from both local and international markets.
- Coordinated with internal teams to align procurement schedules with project timelines.

Document Controller & Project Support – Al Kobraish Construction & Investment Co.,

Saudi Arabia

Jan 2025 – Present

- Oversaw document control for multiple construction projects, ensuring compliance with company and regulatory standards.
- Maintained accurate records, document registers, and project correspondence for procurement and operational teams.
- Uploaded procurement-related documents into **Primavera Unifier** to ensure centralized tracking.
- Supported procurement team with supplier documentation and contract filing.

Group Purchase Officer – Atco Laboratories / Atco Life Science / Atco Health Care, Pakistan

Sept 2023 – Nov 2024

- Managed end-to-end procurement cycle, from **RFQ preparation to PO issuance**.
- Negotiated supplier terms resulting in **8% annual cost reductions**.
- Coordinated with departments to forecast and meet material requirements.
- Developed and maintained vendor database for long-term supply reliability.

Senior Executive – Procurement / Purchase – Taha Traders, Pakistan

Sept 2022 – Sept 2023

- Prepared and processed procurement contracts ensuring compliance with company policies.
- Sourced high-quality suppliers for construction-related and industrial materials.
- Maintained up-to-date supplier contracts and performance records.

Executive – Supply Chain & Procurement – Millennium Engineering Pvt. Ltd., Pakistan

Jan 2018 – Sept 2022

- Handled procurement for engineering and construction projects.
- Conducted **three-way matching** of PO, GRN, and invoices to ensure accuracy.
- Negotiated with suppliers to achieve competitive pricing without compromising quality.
- Managed quarterly inventory audits and supplier evaluations.

Education

- Bachelor's in Commerce (B.Com) – Pakistan
 - Intermediate
 - Matriculation
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Certifications

- Computerized Accounting – NAVTTC (Govt. of Pakistan)
- IT Essentials – CISCO Networking Academy

Technical Skills

SAP Business One | SAP Hana | Oracle Primavera | ERP Systems | MS Office Suite

Languages

English (Fluent) | Urdu (Native) | Arabic (Basic)