

DANISH SAJJAD

GLOBAL PROCUREMENT AND SUPPLY CHAIN PROFESSIONAL



PROFESSIONAL SUMMARY

Procurement & Supply Chain Specialist with **4+ years' experience** in strategic sourcing, vendor management, contract negotiation, and inventory optimization in textile and construction industries. Skilled in **SAP MM, Oracle EBS, MRP**, and GCC procurement compliance. Proven track record in reducing procurement costs and enhancing operational efficiency. Open to relocation to Saudi Arabia.

EDUCATION HISTORY



Bachelor of Business Administration (Majors in Supply Chain Management)

Institution: G.C University , Faisalabad.

- **Graduation Status:** Successfully completed all 8 semesters with excellent academic standing.
- **Academic Performance:** Achieved a CGPA of **3.8/4.0** ranked as the topper of the batch throughout the program.
- **Scholarship:** Awarded the Higher Education Commission Talented Scholarship for outstanding academic performance, covering the full duration of the degree program.
- **Key Courses:** Advanced Supply Chain Management, Logistics and Distribution Planning, Procurement Strategies, and Inventory Control.

PERSONAL INFO

LINKEDIN PROFILE:

- <https://www.linkedin.com/in/danish-sajjad/>

EMAIL:

- danishsajjad143@gmail.com

CONTACT NUMBER:

- 00923127712601

NATIONALITY:

- Pakistani / Muslim

INTL. DRIVING LICENSE:

- Motorbike.
- Car / Jeep.
- Heavy Transport Vehicle.

Useful for roles requiring site visits, vendor meetings, etc.

VISA STATUS / RECOLATION:

- Outside KSA (Open to Relocation to Saudi Arabia)

LANGUAGES:

- English (Fluent), Urdu (Native), Basic Arabic

ADDRESS:

- Faisalabad, Pakistan

WORK EXPERIENCE



Kay and Emms Private Limited.

Purchase officer.

August 2023 - Present

- **Oversaw procurement** of construction materials and services, including consulting, legal, IT, and facility management.
- **Negotiated supplier** “Negotiated supplier contracts, managed RFQs/RFPs, and implemented strategic sourcing initiatives that reduced procurement costs by 12% while ensuring GCC compliance.”
- **Monitored expenditures** and implemented cost-saving strategies.
- **Maintained optimal** inventory levels to avoid delays and minimize waste.



Masood Textile mills.

Purchase Processing Department (Purchase Officer).

April 2022 to June 2023

- Managing the **General Purchase department**, procurement of over 30,000 SKUs across all operational areas.
- Oversaw **sourcing and purchasing** activities for pre-production, production, and post-production materials, ensuring timely availability at optimal costs.
- Collaborated with cross-functional teams to assess and fulfill diverse procurement needs effectively.
- Managed the acquisition of repair, maintenance, and operational supplies to support **seamless business operations**.



Sitara Studio,

Sitara Textile Industries Limited.

Assistant Supply Chain Officer.

January 2020 to January 2022

- Managed procurement, transportation, and warehousing costs to optimize **overall supply chain expenses**.
- Analyzed and **controlled expenditures** for raw materials, inventory, and logistics operations.

CORE SKILLS & TOOLS

• TOOLS:

1. **ERP systems (SAP, Oracle)**, Spend Analysis Software, and Inventory Management Systems.
 2. **Procurement Management Software** (e.g., Procore, Buildertrend)
 3. **Construction Project Management Software** (e.g., CoConstruct, PlanGrid)
- Strategic Sourcing
 - Vendor Management & Evaluation
 - Contract Negotiation & Management
 - RFQs / RFPs / Tendering
 - Inventory Optimization
 - Procurement Strategy
 - Risk Management
 - GCC Procurement Compliance
 - Expense Tracking and Reporting
 - Demand Forecasting
 - Logistics Optimization
 - Process Improvement
 - Lean Management Techniques
 - Technology Integration
 - Sustainability Practices
 - Project Management



Nexus Solutions
(The Business Perfectionist)

Tele sales Representative

March 2018 - August - 2019

- **Role Summary:** I am responsible for generating leads, initiating outbound calls to potential clients, and converting prospects into customers through effective communication and product knowledge. The role demands strong persuasive abilities, attention to detail, and a focus on delivering excellent customer service to maintain and grow the client base.

CORE SKILLS & TOOLS

- Verbal Communication
- Active Listening
- Clear and Persuasive Speaking
- Negotiation and Persuasion
- Cold Calling
- Lead Generation

• **AWARDS, CERTIFICATIONS AND INTERESTS**



AI FUNDAMENTALS FOR NON-DATA SCIENTISTS.

Institution: University of Pennsylvania

The verification link for the course is: <https://coursera.org/verify/3CLFA3J44A3G>



GLOBAL PROCUREMENT AND SOURCING.

Institution: Rutgers University.

verify the certificate at the following link:

(<https://coursera.org/verify/specialization/ZA26A6NC36V5>).



INTERNATIONAL BUSINESS CONTEXT

Institution: University of Colorado Boulder

The verification link for the course is: <https://coursera.org/verify/LARKZBLKT327>



INTRODUCTION TO SUPPLY CHAIN FINANCE & BLOCKCHAIN TECHNOLOGY.

Institution: New York Institute of Finance

verify the course participation at the following link:

<https://coursera.org/verify/HBA2UXE2KKV3>.



LEVERAGE DATA SCIENCE FOR A MORE AGILE SUPPLY CHAIN.

Institution: Coursera

The verification link for the certificate is:

<https://coursera.org/verify/specialization/PA2NSFSJZHNM>.



SUPPLY CHAIN MANAGEMENT FOR E-COMMERCE.

Institution: Starweaver

The verification link for the course is: <https://coursera.org/verify/QXDJF792NAEM>