



JUNAID ASHRAF



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Al-Khobar

ABOUT ME

Skilled procurement professional with proven success in developing procurement plans that maximise cost effectiveness and increase purchasing power. Experienced in advising and guiding management teams to support decision-making.

EXPERIENCE

- **2024 - CURRENT**

Dammam - Saudi Arabia

INDUSTRIAL SUPPORT SERVICE COMPANY -PROCUREMENT OFFICER

- Maintained strong working relationships with suppliers and vendors to obtain favourable contract terms.
- Sourced and verified quotations from suppliers before initiating purchase processes.
- Worked with department heads to determine requirements for procurement activities.
- Monitored delivery progress and contacted clients and suppliers to minimise delivery delays.

- **2022 - 2023**

United Arab Emirates -
Dubai

FIRST SOLUTION MANAGEMENT SERVICES

- **PROCUREMENT OFFICER**
- Vendor Management
- Cost Reduction.
- Inventory Management
- Contract Negotiation
- Purchase Order Processing
- Compliance and Ethics
- Cross-functional Collaboration

- **2021 - 2022**

Islamabad - Pakistan

SUZUKI MOTORS ISLAMABAD -PURCHASE OFFICER

- Developed relationships with auto parts suppliers, ensuring quality and cost-efficiency
- managed auto parts inventory, optimizing stock levels to avoid shortages and overstock.
- Processed and tracked purchase orders, ensuring timely delivery of automotive components
- Ensured procurement practices complied with industry regulations and company policies.

EDUCATION

- 2019

Muzaffarabad-
Pakistan

BUSINESS OF ADMINISTRATION (BBA)

- Bachelor of Business Management
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EXPERTISE

- Great Relationship Skills
- Strong Negotiation Skills
- Ability to Adopt to Change
- Understanding of the Global Market
- Critical Thinking
- Understanding of risk management

HOBBIES

Playing Cricket

Travelling

Using Social Media

Reading Books