

TAHIR NAWAZ



📍 Saudi Arabia, Riyadh | 📞 0557925041 | ✉ mtahir.gujjar@gmail.com

🛂 **Visa Status:** Transferable | 🚗 **Valid Saudi Driving License** | **Availability:** Immediate

Professional Summary

Detail-oriented and results-driven **Procurement Officer** with **over 8 years** of experience in procurement and supply chain management. Proven ability to source, evaluate, and negotiate with suppliers to secure cost-effective and high-quality goods. Skilled in managing end-to-end procurement processes, ensuring compliance with company policies, and driving process improvements to achieve operational efficiency.

Core Competencies

- Strategic Sourcing & Supplier Evaluation
- Contract Negotiation & Vendor Relationship Management
- PR/PO Processing & Procurement Documentation
- Cost Analysis & Budget Monitoring
- Compliance with Procurement Regulations
- Process Improvement & Cost Savings Initiatives
- RFQ Handling & Quotation Comparison
- Proficiency in Microsoft Office Suite & ERP Software (Oracle / SAP)
- Excellent Communication & Organizational Skills

Professional Experience:

Purchasing Officer :

WETICO –Riyadh, Saudi Arabia June 2023- April 2025

- Managed procurement operations, including sourcing, supplier evaluation, and price negotiation.
- Ensured compliance with company procurement policies and quality standards.
- Monitored supplier performance and delivery timelines to maintain operational efficiency.
- Identified opportunities for cost savings through competitive sourcing.
- Maintained accurate procurement records and reports for management review.

Procurement Assistant / Junior Buyer:

Tufail Star Chemicals – Lahore March-2021 to May-2023

- Assisted in sourcing and procuring construction, safety, and maintenance materials.
- Coordinates with vendors to negotiate favorable terms and delivery schedules.
- Collected and compared multiple quotations to ensure competitive pricing.
- Supported compliance with procurement of best practices and documentation standards.

Procurement Junior Buyer:

Emporium Mall – Lahore, Pakistan Jan 2017 – Feb 2020

- Assisted customers with inquiries, purchases, and after-sales support ensuring high customer satisfaction.
- Coordinated with mall management and retail partners for smooth daily operations.
- Handled cash transactions, billing, and maintained accurate sales records.
- Supported promotional and marketing activities to increase footfall and sales.
- Ensured compliance with safety, hygiene, and customer service standards within the mall.

Education

Bachelor of Business Administration (BBA)

Superior College, Lahore

Languages

- English – Professional
- Arabic – Conversational

