

Amjad Ameer Khan

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Career Objectives

A results driven, hardworking & capable in Logistics & procurement cum inventory management with a track record of significantly reducing costs and also improving a company's processes and corporate purchasing programs. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values and beliefs. Technical skills include Word, Excel, PowerPoint & specialist in Peach Tree and In-Art. Exemplary relationship building and problem solving skills that foster vendor trust and dependability.

Key Role:

- An astute professional with an experience of 22 years in the field of Procurement & Logistics Management in Saudi Arabia.
 - Responsible for working closely with the selected suppliers and managing the company's procurement activities. Also providing leadership for the purchasing department and motivating staff to achieve maximum performance and efficiency. Making sure that the purchasing department works within all of the companies' operational procedures.
 - Involve in direct warehousing activities for projects, different job sites and supervising staff.
 - Provide material, equipment's and supplies by direct receiving warehousing and distribution services.
 - An effective communicator with strong analytical, relationship building and problem-solving skills.
 - Gained Exposure in International Markets & Developed good business communication skills.
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Work Experience

Feb 2024 – Present (Procurement & Logistics Manager) (Brooq Al Khalij Gen Cont. Co)

Dammam, KSA

Reporting to – General Manager (KSA)

Brooq Al Khalij Introduction: Brooq Al Khalij established in year 2000 located in the eastern province KSA Dallah Industrial area Dammam. Brooq is equipped with the latest design and detailing automated machinery & equipment's. they provide services like tank Fabrication, structural steel hangers, all kind of steel fabrication, piping works, insulation & Cladding works, fence fabrication & Installation works, pressure vessels, general enclosures/canopy, hoppers & sandblasting, paint coating for all applications.

Responsibilities & Duties

- Receiving Material requisitions day to day from Workshop & Project sites to procure material.
- Getting Approval from Project Managers/ Workshop Manger
- After approval requisition goes to warehouse In charge to check the stock availability, if the stock is available material deliver directly from warehouse to to job site.
- If the material is not available then requisition send to the approved vendors to obtain the quotations.

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- After getting quotations compression sheet has to prepare to compare the prices.
 - Negotiating price and terms of products with suppliers & then issue the purchase order.
 - Monitoring and tracking the flow of goods into the warehouse.
 - Managing Manpower Supplier to hire the short & long term all kind of man powers.
 - Visiting key vendors to build relationships and identify their key needs.
 - Maintaining records of supplier contracts, agreements, goods ordered received.
 - Dealing with International vendors directly to procuring the material and making sure to get the best prices.
 - Managing the orders tracking system to ensure timely collection of orders
 - Negotiate with forwarders the lowest shipping costs.
 - Coordinate with the Freight Forwarding companies to ensure timely shipping of goods

Feb 2022 – Dec 2023 (Logistics & Warehouse In-charge) (Primark Garments) Dallas, Taxes USA
Reporting to – Regional Manager (Taxes)

Primark Introduction: Primark is an international fashion retailer employing more than 80,000 employees across 17 countries in Europe and the US. Founded in Ireland in 1969 under the Penneys brand, Primark aims to provide affordable choices for everyone, from great quality everyday essentials to stand-out style across women's, men's and kids, as well as beauty, homeware and accessories. With a focus on creating great retail experiences, Primark has 450 stores globally and continues to expand.

Responsibilities & Duties

- Managed the inventory, stock counting with warehouse team and distribute the stock as per requirement of each outlet.
- Developed & maintained the strong relationship with logistics providers
- Follow-up on daily basis with direct manufacturing factory in Pakistan and making sure that the shipment should dispatch on time to avoid any delay.
- Mitigation the risk of overpriced products and implement a new purchasing system that increase the efficiency of consumption at reduced cost by 20%.
- Maintain the warehouse & logistics team under my supervision for timely delivery & sustainability.

August 2016 –December 2021(Manager Procurement) Fugro Suhaimi Ltd
Reporting to – Finance Controller (KSA)

Fugro Introduction: Fugro-Suhaimi (FSL) is an independent engineering and consultancy company that offers services and expertise in the fields of

Geotechnical Engineering Services:

Materials Testing Services

Non-Destructive Testing, Inspection Services

Calibration & Chemical Services

The Company is a 50/50 partnership between Fugro N.V of the Netherlands and Al Suhaimi Company of Dammam, Saudi Arabia. FSL has main materials testing laboratories located at (12) operational centers in Saudi Arabia at Dammam, Riyadh, Jeddah, Jubail, Yanbu, Abqaiq and satellite offices at four other locations. All laboratories are managed with qualified personnel, offering the full range of services of FSL's Four Service Lines.

Responsibilities & Duties

- Establish & Developed Whole Procurement Setup in 2016 with complete store management & Inventory System.
 - Responsible for purchase management, vendor development, Purchase policy settings & drive cost saving initiatives across the portfolio of drilling Tools, NDT Equipment's, Calibration, Chemical Equipment & Material Testing Equipment's etc.
 - Ability to identify and implement new Purchasing procedures and processes.
 - Supplier audit & Yearly evaluations in terms of prices, quality services to maintain ISO standards.
 - Review purchase requisition and verifies them in accordance with company policies, guidelines & budget.
 - Ensure that all purchases are made within the budget so there should not be any confusion with project & Finance.
 - Monthly review all sites consumptions Inventory purchase requisition & prepare report with forecast.
 - Sourced more than 250 suppliers with 60 – 90 days' credit term during the formations all Over the Kingdom Operations.
 - Stock-out reduced by 85%, Spare part stock problem reduced to 95%.
 - Responsible for upcoming overseas Air & Sea Shipment with complete taking care from documentation up to clearance.
 - Managing FSL Rigs & vehicles workshop. Dealing directly with vendors to procure the spares for equipment's & vehicles on very attractive price based on comparative sheet.
 - Managing to get Travel Tickets from different Agents to compare the rates for FSL Employees and ensure that each Pax should get the better travel schedule for their satisfactions.
 - Sorted out fueling issue for FSL Fleet all over the kingdom with latest technology Waie (Electronic Fueling System) to avoid headache for finance to counting fueling bills from each project site every end of the month.
 - Managed to have Yearly maintenance contract with Petromin Express for FSL Fleet all over the kingdom including timely Engine oil change.
Achieved cost reduction goal through better negotiation, sourcing vendor & through better planning.
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February 2009 -June 2016 (Manager Procurement & Logistics) Hertel KSA
Reporting to – Regional Managing Director (KSA)

Hertel Introduction: Hertel is a Netherlands based leading international, multi-disciplinary, industrial services company. It supports its customers with access solutions, insulation, and corrosion protection, mechanical, offshore and specialist services. Hertel is working for customers in the Oil and Gas, Process, Energy and Offshore industries. Hertel the industrial painting and insulation specialist, has won a contract to paint 67,000 m² of piping and equipment and 26,000 m² of pipe supports and steel structure as part of the Package 2A of the Jubail export refinery project. US \$1.2 million painting contract has been awarded to Hertel OTC by Nesma & Partners, who are mechanical contractors at Jubail for Technip, the engineering, procurement and construction contractor.

Responsibilities & Duties

- Handling large no of Projects of Industrial Paints, Insulation, Scaffolding, Fire Proofing, Corrocoat with controlling the purchase and supply of all procured items & services.
- Negotiating price and terms of products with suppliers.
- Managing, developing & improving the purchasing team.
- Administering the online purchasing systems.
- Reviewing all contracts/agreements to achieve 'best price/best quality' purchasing.
- Maintaining records of supplier contracts, agreements, goods ordered received.
- Ability to identify and implement new procedures and processes.
- Vast experience of working with a range of external suppliers.
- Dealing directly with Insulation vendors all over the Middle east, Europe & Importing the goods by sea & Air directly.
- Conducting disciplinary, capability and grievance investigations and taking appropriate action to address any failings.
- Visiting key clients to build relationships and identify their key needs.
- Actively managing subcontractors to ensure that they perform in line with their contractual agreements.
- Supervising the completion of all checks and documentation required by law.
- Monitoring and tracking the flow of goods into the warehouse.
- Dealing with Scaffolding vendors to procure the goods from Local market & from Bahrain.
- Dealing with Rental Scaffolding suppliers to hire the short term & Long term hiring material on very attractive rates.
- Managing Manpower Supplier to hire the short & long term all kind of man powers.
- Dealing directly with owners of the manpower companies, negotiating the rates and try to bring them at bottom price.

February 2005 – January 2009 (Project Procurement & Logistics Manager)

Agility Project Logistics

Direct reporting to – Director of Projects

PROJECTS EXPERIENCE

- **Saudi Aramco Shell Refinery**
(SASREF) Project. Jubail
- **BM and SCODA Project**

- Managing Import Project shipments.
- Coordination between the overseas Manufacturing Facilities for the supply of equipment with the help of Agility Network and exclusive partners.

- Liaison with airlines, shipping lines and transportation / trucking companies for smooth and timely handling of imported shipments of our customer and their safe delivery at the required stations within Kingdom.
 - Coordination & Handling of shipments with airlines and shipping lines coming from different parts of the world to Saudi Arabia for Projects.
 - Liaison with Customs department at office and Seaport for swift and hassle free clearance of imported shipments of our customers.
 - Clientele development with Multinational Companies and valued customers.
 - Plan and Organize Project Logistics for negotiations and job procurements.
 - Logistics Planning & Handling of the Complete Project Logistics from Port of arrival to the on-site delivery of the equipment.
 - Arranging with the help of in-country Logistics Service Providers Freight Forwarders, Handling, Transportation and delivery of equipment within city as well as on remote sites for installation, delivery of equipment safely at sites.
 - Coordination with the local insurance company for on-shore and off-shore insurance of the equipment. Liaison with the Agencies for Commercial matters.
 - Liaison with the finance and purchasing departments for processing of Purchase orders and settlement of invoices of Heavy Lift Haulers.
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November 2002 – January 2005 (Procurement & Logistics Supervisor)

Al Ayed Transportation & Factory

Direct reporting to – General Manager

- Processing & Monitoring orders
 - Managing the order tracking system to ensure timely collection of orders
 - Coordinate with the Freight Forwarding companies to ensure timely shipping of goods.
 - Instruct the Freight Forwarding companies the method of shipping goods keeping in mind the urgency of the material.
 - Negotiate with Forwarders the lowest shipping costs.
 - Vigilant follow up with the suppliers and thereafter with the designated forwarders for shipping goods to Saudi Arabia in timely fashion.
 - Coordinate with Clearing Brokers and Transportation Department for timely clearance and delivery of cargo to related department
 - Evaluating and creating new distribution / dealer network and coordinating with the existing distributors / dealers. Responsible for institutional sales growth
 - Prompt coordination with Finance, Accounts for reconciliation of Vendor and Freight Forwarders invoice
 - Leading, motivating and improving competencies of 27 colleagues to ensure optimum utilization of their potential and capabilities to achieve maximum results
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Achievement

- Played a vital role in providing the quality of service and setting new standards in procurement management
- Worked on the strategic and organizational level with executive management, and developed departmental strategies aligned with corporate goal

Education

- BSC** (Preston University) Islamabad Pakistan
- FSC** (Government College Attock) Pakistan
- SSC** (Federal Government High School Attock) Pakistan

Computer Skills

Advance skills in Office XP, Office 2000, Windows XP, Vista, Windows 2000. Excel, MS Word MS

Power point, MS Outlook

Personal

Date of Birth	:	25 th October 1981
Nationality	:	Pakistani
Marital Status	:	Married + 3
License	:	Valid (Saudi) Driving License
Iqama	:	Transferable Iqama
