

Muhammad Gulfraz Shahid

Procurement Officer
Transferable Iqama

Contact

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Skills

Strengthened procurement operations by streamlining vendor selection, optimizing purchasing processes, and ensuring compliance with procurement policies to achieve cost efficiency and timely delivery of goods and services.

Verified and matched purchase orders with vendor invoices, recording key transactional data to support efficient procurement processes and maintain audit readiness.

Other Skills

Market Research

Very Good

Organized and accomplished Procurement Specialist with 9 years of experience in sourcing, vendor management, and cost optimization. Excels at handling multiple priorities and fostering strong supplier relationships. A strategic negotiator skilled in leveraging procurement technologies and data analytics to identify opportunities, streamline processes, and consistently exceed organizational goals.

Work History

2023-02 -
2025-05

Procurement Manager

- Meher Traders Karachi, Pakistan.*
- Take the RFQ,s from concerned departments, review the RFQ,s and send PPRA (Public Procurement Regulatory Authorities) approved and non-approved venders, contractors and suppliers.
 - Responded promptly to purchase requisitions and resolved supplier issues to avoid delays.
 - Maintained strict quality and compliance standards in procurement to ensure timely and accurate delivery of Goods.
 - Addressed issues related to vendor payments, contracts, and delivery to maintain smooth operations and vendor satisfaction.
 - Built and sustained strong vendor relationships through effective negotiation and clear communication.
 - Manage the procurement cycle from RFQ,s to purchase orders, goods or materials arrived on site.
 - Collaborated with internal departments to forecast demand and ensure uninterrupted supply of goods and services.
 - Achieved cost reduction targets by sourcing alternative suppliers and negotiating favorable terms.
 - Increased procurement efficiency by leveraging ERP systems and digital procurement tools for better tracking and reporting.
 - Conducted market research to identify reliable suppliers and gain competitive pricing.
 - Utilized supplier databases and sourcing tools to expand vendor pool and ensure procurement continuity.

2019-10 –
2023 -01

Procurement Specialist

- Apex Distributor Islamabad.*
- Prepared procurement reports and supplier presentations demonstrating compliance, savings, and sourcing success.
 - Analyzed procurement trends and stayed updated with market conditions and commodity pricing.
 - Surpassed cost reduction targets by building, leading,

Supplier Relationship
Management (SRM)



Vendor Management



Procurement strategies



Contract Negotiation



Cost Reduction & Budgeting



Risk Management



Cost Analysis & Management



Problem Solving Skills



Languages

English



Urdu



Arabic



2016-03-
2019-09

and motivating a high-performing procurement team.

- Monitored supplier market dynamics, availability trends, and competitor sourcing actions to optimize procurement strategies.

- Built strong vendor relationships through responsive communication and proactive issue resolution.

Established long-term agreements with key raw material and equipment suppliers to ensure stability in pricing and supply for manufacturing operations.

Procurement Assistant

Med square, Islamabad.

- Supported procurement strategies to reduce costs and improve supplier performance.

Assisted in sourcing goods and services to support operational needs.

- Coordinated with internal teams to ensure timely and accurate order fulfillment.

- Resolved invoice, delivery, and supplier issues to maintain smooth operations.

- Maintained positive vendor relationships through clear communication and follow-up.

- Helped assess procurement needs and suggested efficient purchasing solutions.

- Processed purchase orders and tracked deliveries to ensure supply continuity.

Education

2014-09-
2018-02

M.Phil.: Management Science

International Islamic University Islamabad -
Islamabad

2008-09 -
2013-04

BS. Hons: Economics

Govt College University - Faisalabad