

WAQAS AHMED SHEIKH

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Riyadh Saudi Arabia

Iqama # Transferable

SUMMARY

Highly accomplished and results driven Procurement Manager with over 12 years of experience in leading Construction firms of UAE. Proven expertise in managing global supply chains, negotiating supplier contracts, and developing strategic sourcing plans that optimize costs and drive efficiency. Possesses a track record of success in reducing procurement spend, streamlining procurement processes, and ensuring supplier compliance with industry regulations and standards. Strong leader with excellent communication and interpersonal skills, adept at building and leading cross functional teams to achieve organizational goals.

SKILLS

- Cost Reduction and Budget Management
- Supply chain optimization
- Financial acumen
- Vendor Management Abilities
- ERP systems
- Inventory Control
- Negotiation Skills
- Data-Driven Decision Making
- Analytical thinking
- Leadership & Team Management
- Warehouse management
- Strategic Sourcing
- Procurement process
- Legal & Contractual Knowledge
- ERP systems proficiency
- Communication Skills
- Adaptability
- Attention To Detail

EXPERIENCE

PROCUREMENT PLANNING OFFICER | 05/2021 to 11/2024

Grey Stone Builder - Muzaffarabad Azad Kashmir, Pakistan

- Conducted the procurement of construction and finishing materials for housing projects.
- Ensured subcontractors and materials complied with project specifications and requirements.
- Negotiated with suppliers to secure favorable terms, and cost-effective solutions.
- Maintained inventory and managed supplier relationships to ensure project continuity.

PROCUREMENT & STORES MANAGER | 12/2012 to 02/2021

Ghantoot Group - UAE - Abu Dhabi, United Arab Emirates

Oversaw procurement activities and inventory management for multiple Ghantoot Group entities.

- **Ghantoot Gulf Contracting – Abu Dhabi Branch (Construction Division)**
- **Mena Industries & Building Systems LLC (Aluminium & Façade Division)**
- **Ghantoot Interiors & Fit Out Decor Works**
- **Light Steel Gauge Buildings**

Oversaw procurement and stores staff in all divisions, optimizing unit operations.

Procurement Strategy:

- Designed and applied customized procurement initiatives for each division's requirements.
- Obtained advantageous terms from suppliers to guarantee timely and quality product deliveries.
- Developed solid relationships with vendors for lasting partnerships.

Project Procurement Planning:

- Created targeted procurement plans for each project.
- Forecasted needs in conjunction with site teams and project managers.



ERP System Implementation

- Utilized ERP systems to streamline procurement and inventory management processes.
- Ensured accurate data entry and reporting within the ERP system for real-time tracking and analysis.

Inventory and Stores Management:

- Supervised inventory management, ensuring adequate merchandise availability without surplus.
- Maintained proper procedures for storing, labeling, and handling materials in accordance with safety and quality guidelines.
- Facilitated uniform and effective functionality throughout various store departments.

Cross-Divisional Coordination:

- Directed procurement and store functions between four companies, achieving smooth process coordination.
- Facilitated communication between suppliers and internal departments to meet deadlines.

Cost Control and Budgeting:

- Directed acquisition activities to comply with budgetary requirements while preserving quality.
- Performed cost analyses to uncover savings opportunities.

Compliance and Reporting:

- Oversaw compliance with organizational policies and UAE legal frameworks in all purchasing activities.
- Compiled comprehensive reports on procurement performance, budget allocation, and challenges for senior management.

Team Leadership and Development:

- Led procurement and stores teams in all divisions, boosting skill development.
- Assigned tasks efficiently, maintaining punctual and superior project output.

SENIOR PROCUREMENT OFFICER | 11/2009 to 10/2012

ASCORP - Abu Dhabi, United Arab Emirates



- Oversaw purchases for diverse construction projects (residential, commercial, infrastructure, etc.) and associated companies in the UAE, utilizing ERP solutions
- Managed procurement of building materials, MEP, HVAC systems, machinery, vehicles, and other project assets.
- Prepared RFQs, negotiated contracts, finalized POs, and ensured timely delivery of goods and services.
- Ensured purchases complied with BOQs, schedules, and consultant approvals.
- Arranged hiring of equipment and services as per project needs
- Monitored daily requests, streamlined procurement workflows, and ensured efficient use of ERP systems
- Trained and supervised Purchase Assistants for effective procurement operations.
- Coordinated with suppliers, internal departments, and associated companies for seamless operations.

EDUCATION AND TRAINING

University Of Azad Jammu & Kashmir - Kotli Azad Kashmir

MBA

Finance, 08/2008

Punjab College of Commerce - Islamabad

B.COM

Accounting, 08/2005

LANGUAGES

Urdu: First Language

English:

B2

Upper Intermediate (B2)