

# KASHIF ALI

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## **OBJECTIVE**

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Being Procurement and Logistics professional who is highly self-motivated, result driven, hardworking and enjoys multi-tasking. Good team player, a commercially astute individual with good business awareness and problem-solving skills as well as proven ability to deliver results in a fast-paced business environment, looking for a relevant position to use and continue to develop knowledge in a prestigious and challenging organization.

## **PROFESSIONAL SKILLS**

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- Procurement
- Strategic Sourcing
- Strategic Negotiation
- Supply Chain Management
- Warehouse Management
- Teamwork & Leadership
- Stock Control
- Inventory Management
- Logistics / Fleet Operations
- Vehicle Management
- Communication/Relationship Building
- MS Office, E-mailing
- Languages (English, Arabic)

## **WORK EXPERIENCE**

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### **Tools Icon Company (Saudi Icon Construction)**

(Contracting – “KSA”)

- ✓ **Working as “Sr. Procurement Specialist”** from Jan 2023 to Present

Working as **Senior Procurement Specialist** (Civil & MEP) in Saudi Icon, involved in Construction of high rises buildings, villas, compounds, sports centers etc. These projects include turnkey from

excavation to finishes work of the buildings. Also undertake separate Fit-Out and Interior Design Architecture projects.

I undertook following projects as part of my role:

- ✚ Leejam, a company franchises Fitness centers by the name Fitness Time throughout the Kingdom. Involved in FT Hail (Completed) , FT Nassim Jeddah (Completed) and FT Souq7 Jeddah (on going)
- ✚ Digital Government Authority refurbishment and construction of new offices building. Demolition and renovation (Completed)
- ✚ Roshan Al-Kharj project for CEC building
- ✚ Hamat Offices (Completed)
- ✚ Al-Habeeb Offices (Completed)
- ✚ Hiking Trail Heads (Completed)
- ✚ SME Bank Offices (completed)
- ✚ I-herb Warehouse (on going)
- ✚ Zakat Offices New building (on going)
- ✚ AWJ Phase 1 – Residential Compound (on going)

As part of my responsibility of undertaking above projects involved in following major activities:

- Undertake project's items studies and brand requirements.
- Searching & creating database for prospective new suppliers for pre-qualifications purposes for project's items.
- Coordinate in pre-qualification and evaluation of suppliers for Contractee's Consultant's approval.
- Arranging samples for various items required for a particular project.
- Acquiring quotations from the pre-qualified and non-pre-qualified suppliers (foreign & local) based on specifications & brand mentioned in the Request of Material (ROM), received on Operational Software from project site.
- Preparing comparison sheets for items to be procured and negotiating prices, payment terms and delivery time.
- Undertake value adding price negotiation and terms of payment in line with budget. In case final quoted prices comes higher than the budget then required a senior management approval.
- Supervising a team for the processes of issuing POs to the suppliers and delivery of materials to project sites. Ensure the delivery of items at the right time with right quantity and quality.
- Co-ordinate with the Finance department for payments to the relevant suppliers on time.
- Maintain a seamless and cordial relationship with the suppliers
- Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports
- Coordinate with the suppliers to supply items consistent with the PO.

- Coordinate with the supplier's to get the required documents of the items which are procured & delivered at site i.e. MTC, WC and O&M etc.
- Negotiating with suppliers and vendors for credit facility.
- Ensuring that all credit invoices are processed correctly and on time.
- Work in cross functional team with logistics responsible for preparing drafts & negotiating contracts with logistics provider
- Strong knowledge of supply chain processes, procurement functions, and best practices within ERP system.
- Working with other internal departments such as finance, sales, and operations to resolve issues and concerns.
- Assist in the development, implementation and monitoring of the Procurement Strategy, Policy and Procedures.

### **Modern Food Company Ltd.**

(F&B, Restaurants & Cafes – “KSA”)

✓ **Worked as “Procurement Specialist”**

**from Aug 2022 to Oct 2022**

### **Ikcon Holdco Saudi Catering Services Co. / (Reef Technology)**

(F&B, Catering – “KSA”)

✓ **Worked as “Sr. Procurement Specialist”**

**from Aug 2021 to July 2022**

- Undertake company's product studies and brand requirements.
- Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports
- Determine business requirement and specifications (e.g., cost, quantity, service, implementation, purchasing method and payment terms)
- Receive and analyze requisitions from faculty / staff for food and beverages which are required
- Obtain quotations from suppliers and negotiating prices and payment terms
- Ensuring food ingredients consistently supplied timely with the good quality
- Prepares multiple brand's market list with (Price, Brand, UoM, etc.) for menu/recipe costing

- Planning and buying Ingredients, supplies, packaging, Small ware's and equipment's in a timely and cost-effective way
- Daily/Weekly ordering based on warehouse requirements
- Ensuring the availability of ingredients through safety stock planning.
- Fulfill the requirements/demands on urgent bases for Central and Satellite kitchens
- Arranging new food ingredients samples from different suppliers and coordinating with head chef and culinary chef for testing and quality assurance
- Maintaining HACCP standards while procuring and handling.
- Managing inventories and accurate purchase and pricing records
- Maintaining good relations and negotiating contracts
- Searching new vendors for better pricing and availability of the goods
- Preparing comparison sheets for items to be procured and negotiating prices, payment terms and delivery time.
- Evaluate vendor's quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service
- Code invoices, forward to Finance for processing of vendor payment and reconcile invoices weekly or monthly
- Source out for pricing inquiry and select suppliers using qualitative and quantitative criteria for negotiation and finalize the terms and conditions
- Planning future warehouse capacity requirements
- Managing, evaluating and reporting on warehouse productivity
- Supervising warehouse staff and daily activities
- Performing a weekly inspection of the warehouse grounds, to ensure stocks are properly stored and maintained including proper rotation in fridges, freezers, etc.

## **Saudi Facilities Management Company.**

(Saudi Marafiq – “KSA”)

SFM is mainly engaged in providing facilities management solutions and services related Hospitality, Landscaping, Pest Control, Maintenance, Cleaning Solutions, Logistics Services, etc.

✓ **Worked as “Logistics /Transport Supervisor”** **From Jul 2020 to July 2021**

- Ensure implementation day-to-day activities of transportation.

- Supervise workloads, schedule, tasks and other related functions.
- Creating Routes for daily basis schedule for multiple stops & purposes.
- Making Route Plans and designs, routes in such a manner as to ensure cost efficiency and recognize the need for labor safety and comfort.
- Developing multi route plan for transport of goods or labors at a minimum cost and in a minimum possible time.
- Using online route plan software and Google map as well. For that – using Client’s locations/coordinates, no. of stops, order size, departure time, shift time, service time.
- In addition to the above also consider road condition to avoid major wear & tear.
- As well as management and tracking of drivers’ daily routes and scheduling.
- Using CRM for vehicles maintenance database.
- Undertake strict maintenance schedule to avoid major (parts) break down & negotiate parts replacement for all vehicles at a very economical possible cost.
- Ensure maintenance of vehicles in good running condition.
- Initiate cost efficiency measures in transportation operations.
- Maintain and manage all databases relating to transportation activities.
- Ensure compliance of safety standards in transportation functions.
- Implement environmental laws, procedures and processes.
- Build internal and external customer relationships.
- Manage, supervise and monitor fleet operations.
- Supervises and approves the labor bus availability and use for field trips and extracurricular activities.
- Ensures that accidents are promptly and properly reported to the proper authorities and insurance agents.
- Oversees emergency situations and emergency repairs as they relate to transportation. This includes being “on-call” outside of regular hours of employment.
- Dispatches drivers for the purpose of meeting the schedule demands.

## **Saudi Irsal Communication and IT Services Company**

(Food & Beverage, IT, Telecommunication – “KSA”)

- ✓ **Worked as “Procurement & Logistics Officer”** from Nov 2013 to May 2018
- ✓ **Worked as “Supply Chain Officer”** from June 2018 to July 2020

- Acquired wide ranging market know-how of the availability of various items, like telecom tools & material, electrical material, IT & hardware material, civil material, surveillance cameras etc.
- Undertaken sourcing of construction related materials and accessories pertaining to telecom services. As part of sourcing the materials,
- Dealt with various types of suppliers in the market
- Undertaken detailed procurement process flows, identification of the suppliers, obtaining quotations, getting quality assurance done on the items, price & credit term negotiations and arranging deliveries
- Reviewing PR from the other departments in the respective system to ensure timely placement of POs
- Undertaken vehicle leases from the identification of leasing companies until the negotiations of all the lease term
- Operating ERP – SAP procurement
- Keep track of quality, quantity, delivery times, transport costs and efficiency
- Coordinate with agents for customs clearance for shipments and uploading required documents
- Involve in local purchases of office equipment, office furniture, electronic appliances
- Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Monitor and ensure that all trade item stocks are available.
- Source out for pricing inquiry and select suppliers using qualitative and quantitative criteria for negotiation and finalize the terms and conditions and gain agreement.
- Following and enforcing the company’s procurement policies and procedures.

- Maintaining and updating supplier information such as pre-qualifications, product ranges, etc.
- Receive, verify accuracy and quality of orders before confirming receipt and contacting suppliers of incomplete deliveries and follow up to verify / confirm future delivery expectations
- Ensure food is properly stored and maintained including proper stock rotation (i.e., FIFO) in fridges, freezers, etc.
- Ensure a safe and sanitary environment adhering to industry standards for all food service storage areas.
- Code invoices, forward to finance for processing of vendor payment and reconcile invoices weekly or monthly
- Supervising the warehouse team for daily activities of Incoming and outgoing stocks into the warehouse.
- Managing, evaluating and reporting on warehouse productivity.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Ordering supplies and maintaining suitable inventory levels.
- Performing a daily inspection of the warehouse grounds.
- Ensuring cleanliness, tidiness and safety of work environment in the Warehouse.
- Ensure that nearest expiry items go out first.
- Physical inspection, Inventory Management
- Planning future warehouse capacity requirements.
- Ensuring products are stocked correctly and safely.
- Work efficiently to meet client and company expectations.

### **Straight Way General Contracting.**

(HAVC – “KSA”)

✓ **Worked as “Purchaser”**

**from Sep 2012 to Aug 2013**

### **Al - Hashemiyah Company for Contracting.**

(Telecom & IT – “KSA”)

✓ **Worked as “Warehouse Coordinator”**

**from Aug 2011 to Aug 2012**

## ***EDUCATION***

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- ✓ **B.A** Bachelor's in Arts "Education"
- ✓ **I.COM** Faculty of Commerce "Accounts"

## ***SKILLS SUMMARY / ABILITIES***

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- ERP (SAP, ODOO, MS Dynamics), Project management Software (Monday.com, Smart Sheet) Time Management, Documentation and Reporting, Excellent inventory management, Logistics, Distribution, skills – achieved targets in limited time frames.
- Experienced Procurement professional skilled in managing material and equipment needs for F&B, IT projects and F&B controlling inventory. Proven ability to manage staff, and communicate with other departments, vendors, and executive management to ensure Procurement goals are met.
- Experience with sourcing suppliers for purchased good.
- Work well in groups and independently
- Good time management and organization skills
- Excellent communication skills. Problem solving skills.

## ***PROFICIENT IN TECHNICAL SKILLS***

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- **System explore** Windows 7, 8, 8.1, 10, 11
- **Operational System** SAP, Odoo, MS Dynamics, Smart Sheet, Monday.com
- **Diploma Certification** MS Office (Word, Excel, Power Point)
- **Diploma Certification** Auto Cad
- **Diploma Certification** Air Conditioning and Refrigeration Trade

## ***TRAININGS & CERTIFICATION***

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- **Training ERP Software** SAP, Odoo, Microsoft Dynamics (ERP)
- **Training PM Software** Monday.com, Smart Sheet
- **Training Certificate** ISO 10001:2018 (Customer Satisfaction)
- **Training Certificate** ISO 31000:2018 (Risk Management)

- Training Certificate ISO 50001:2018 (Energy Management)
- Training Certificate HACCP (Hazard Analysis Critical Control Point)

## ***HOBBIES***

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❖ Cricket, Table Tennis, Traveling, Hiking

## ***PERSONAL PROFILE***

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Date of Birth:	30-Dec-1989
Marital Status:	Married
Nationality:	Pakistani
Religion:	Islam
Iqama Status:	Valid & Transferable
Driving License:	Valid Saudi License