

# Aamir Nazir



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## Objective

To obtain a position that utilizes logistics, purchasing experience in the manufacturing, consumer goods, constructions, oil & gas (upstream & downstream) sector to aid the company achieve quality goods with the most cost-effective prices, delivered in an accurate timely manner to increase the organizations.

## Skills

1. HxGN EAM (Formally known as INFOR)
2. E.R.P (Enterprise resource planning)
3. S.A.P (Systems Applications and Products)
4. Power BI
5. Development & Accounts Management
6. Reporting

## Work Experience

### 1. PROJECT PIONEERS COMPANY (KSA)



**CAFM Administrator (INFOR) NEOM project September 2023 – Present**

- PPM task Planning & scheduling
- Assets verification and new asset tagging
- Follow up, coordination to Service partners and escalation to service line.
- Follow up for closing of PPM & Work Order on daily basis.
- Logging of Service Request in CAFM.
- Assigning work orders to technical team
- Preparation of Daily, Weekly & Monthly KPIs
- Fulfill all reasonable requests from residents to ensure their comfort, satisfaction, and safety.
- Receive and analyze complaints/concerns to ensure they are solved or addressed in the most effective manner.
- Generating Reports for Weekly & Monthly Meetings
- Conducting Monthly Training session for Service Line Managers

### 2. EFS FACILITIES SERVICES (KSA)



**CAFM Administrator (INFOR) NEOM Project August 2022 – August 2023**

- PPM task Planning & scheduling
- Assets verification and new asset tagging

- Logging of Service Request in CAFM.
- Follow up, coordination to Service partners and escalation to service line.
- Assigning work orders to technical team
- Preparation of Daily, Weekly & Monthly Reports
- Generating Reports for Weekly Meetings
- Preparation of Petty Cash summary on weekly basis
- Internal Audit of material on monthly basis
- Inventory management on daily basis



### 3. **Nishat Electric Power Plant (PAK)**

#### **Logistics & Procurement Coordinator - April 2017 – May 2022**

- Overseeing all supply chain operations organizing and managing inventory, storage, and transportation
- Helping defines the project procurement plan as well as the purchasing strategy for projects.
- Purchasing and Contracting Responsible for handling the purchasing duties including obtaining supplier quotations, initial supplier negotiations, establishing preferred delivery terms, and general support of the project team regarding current pricing and market trends.
- Administering all subcontracts and purchase order processes including monitoring performance, prices, and certifications.
- Exercising of options, conducting market analysis and negotiating prices, maintaining subcontract and purchase order files, issuing modifications as necessary, assisting management in resolving vendor issues, and resolving invoicing issues with Finance and Accounting.
- Analyzing and managing activities between internal department(s) and suppliers Administer
- Response to concerning the purchasing activities Supplier Management Reviewing all proposals to ensure all requirements of our conditions are addressed Responsible for bidder list, inquiries, commercial bid evaluations, initial supplier negotiations, order development and administration

### 4. **Pak Arab Refinery Limited (PARCO)**



#### **1. Procurement & Store In-charge January 2009 – June 2014**

- Developing store strategies to raise customers' pool, expand store traffic and optimize profitability. Meeting sales goals by training, motivating, mentoring and providing feedback to store staff. Ensuring high levels of customers satisfaction through excellent service.
- Using ORACLE for Inventory Management
- Responsible for inbound logistic, efficient handling/management through efficient off loading and utilizing warehouse space in best Optimized manner.
- Dealing with Mechanical, Electrical, Operational, Laboratory and safety Material on daily basis
- Liaison with Supplier for timely delivery of material
- Prepare PR and GRN on daily basis
- Manage and control perpetual inventory stock counting / inventory

- accuracy checks
- Maintain the minimum quantity on hand and the re-order level
- Prepared SOPs related to Warehouse
- Use of Inventory Management Module in SAP software
- Local Purchasing of material
- Physical verification of Material
- Quarterly code wise counting of material as per SAP list
- Conduct the Auction of misc. scrap material
- Handle entire warehouse activities in absence of Incharge Warehouse

## Education

- Master in Political Science - (Islamia University – PAK)
- Bachelor in Commerce - (Bahaudin Zakariya University – PAK)
- Diploma in Commerce

## Certifications

- ISO 14001:2015 Environmental Management System Awareness
- The Safety Data Sheet Awareness Certification
- Power BI

## REFERENCE

- Will be furnished on demand