

Noman Ahmed Shah

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Professional Summary

Over 15 years of experience that has focused on achieving budgets with organizational goals. Implementing robust audit methodologies and compliance protocols that has consistently ensured activities meeting high standards while mitigating risks and identifying opportunities for improvement.

Demonstrated expertise in cost management and supply chain optimization that have driven operational efficiency through precise budget planning and compliance oversight. Proactive approach to procurement strategies and vendor performance that has contributed to consistent quality and reliability. With a commitment to fostering transparency and adherence to standards, that continues to empower teams in achieving operational excellence.

Core Competencies

- E-Procurement
 - Effective Communication and Negotiation
 - Leadership, Supervision and Team Management
 - Material Management
 - Time & Task Management
 - Internal Audit and Compliance
 - Supplier and Vendor Management
 - Cost Analysis and Cost Control
 - Document Review and Control
 - Decision Making & Problem Solving
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Professional Experience

Procurement Cost and Document Compliance Specialist – ABVROCK Group Ltd, Riyadh | Sep, 2017 – Till Date

- Implement audit methodologies, standards, and tools to evaluate daily operation effectively.
- Execute internal audits, identify risks and areas of non-compliance for improvement and control.
- Review and manage contracts and agreements ensuring compliance with cost, terms and conditions.
- Ensure all costs and expenditures comply with corporate policies, procedures, and regulations.
- Review and approve capital expenditure requests, purchase requests, commercial evaluations, purchase Orders, contracts and agreements in order to achieve accuracy in cost of product and services being Purchase in terms of project control.
- Examine and analyze documents, records and system data base in order to identify inaccuracies in Compliance with company policies, standards and operational goals.
- Manage budgets, track expenses while ensuring all necessary expenditures are made through cost Cutting initiatives.
- Analyze & compute annual consumptions in order to achieve efficiency in cost.
- Review, manage and authorize Request for Investments (RFIs) and Capital Expenditure (CAPEX) based On annual approved budget.
- Verify cash and credit invoices against their supporting documentations.
- Verify rental orders against their relevant agreement and service/work time sheets.
- Assist in supplier LCs and prepare priority payment list based on approved allocated budget.

Assistant Procurement Manager – Movenpick Hotel (Accor Group), Pakistan | Oct, 2014 – May, 2016

- Authorize to review and approve purchase requisitions and issue purchase orders for timely and cost Effectively purchasing without compromising on standards.
- Issue and manage annual contracts and agreements by conducting market survey and tenders to ensure Accuracy of cost.
- Manage eProcurement business to business process internationally in order to procure guest amenities.
- Prepare and manage Annual Capital Expenditure (CAPEX) Budget in order to procure imported fixed Assets for the Hotel Property.
- Conduct various bids and auctions in order to achieve cost accuracy in terms of disposal of old fixed Assets, debris and salvage.
- Lead projects in terms of renovation, construction and maintenance with respect to project specification, project Procurement planning and BOQ execution strategy as an authorize project committee member.
- Manage actual vs incurred cost variance analysis in order to achieve targeted budget.

Manager Operations – SNS Enterprises Cargo & Logistics, Pakistan | Jan, 2012 – Feb, 2014

- Maintain company's free hand and nominated accounts with respect to freight and logistics operation, Sea export planning, cargo flow control, inventory and warehouse management, port coordination and Transshipment management.
- Manage approval to forward CRO/Loading Program to shippers along with follow-ups for Bill of Lading.
- Plan container consolidation with co-loaders, track containers while manage Pre-Alerts along with Documentation including payment invoices, debit / credit notes.

Deputy Material Manager – Pearl Continental Hotel (HashooGroup), Pakistan | Jun, 2010 – Nov, 2011

- Lead procurement team as an acting Department Head during service tenure.
- Remaining responsibilities are same as MOVENPICK HOTEL Pakistan.

Executive Treasury – Orix Leasing Pakistan Ltd. (Orix Crop. Japan), Pakistan | Jan, 2007 – Oct, 2009

- Generate investment portfolio of nearly 200 million on corporate and retail level.
- Administrate and manage all aspects of Certificate of Deposit including documentation, profit Distributions, encashment and loans against pledge of certificates.
- Implement effective long-term and short-term product strategies.
- Assist and manage daily treasury operations including landing, borrowing, money market and TFC Operations.
- Dealt with CFOs, Finance Directors and Micro Entrepreneurs in order to identify new avenues for fund Generation, portfolio growth through financial forecasting, working capital and high-yield.

Education

- **Master of Business Administration – Mohammad Ali Jinnah University, 2007, Pakistan**
- **Bachelor of Commerce – Karachi University, 2005**
- **Diploma in Advance Computer Programming – Aptech Computer Education, Pakistan**

Additional Achievements & Participations

- Awarded service recognition letter by Movenpick Hotel Pakistan Management.
- Participated in various financial events and forum in order to generate funds through marketing Strategies during Orix Leasing tenure.
- Attended Leadership training program "Train the Trainer".
- Attended First Aid and Fire Fighting Training Program.
- Participated in numerous Internal Management Training and Team building programs during hospitality services tenure.

Languages

- **English**
- **Urdu**
- **Arabic**