

Mustafa Ali

Supply Chain Professional



Passionate in the belief that SCM & Value Chain is essential to the growth and success of an organization that wishes to scale and achieve higher levels of profitability. Proven track record in **Complete Procedure of Import, Procurement, Logistics, Strategic Sourcing, Demand & Supply Planning, CRM, Supplier Relationship Management** & Furthering skills so as to improve productivity and profitability of a company.



0092-333-345-2065



Mustafa.ali.hirani@gmail.com



Karachi, Pakistan



linkedin.com/in/Mustafa-yousuf-ali-171750150

WORK EXPERIENCE

Manager Supply Chain
Team Lead Supply Chain

March, 19 – June 2022
Jan, 16 – Feb, 19

Gemco Pakistan , Karachi
Sahil Traders , Karachi

Key Responsibilities

- Vendor Selection
 - Local
 - International
- Upon the receipt of quotations from different vendors (Local / International), performing following;
 - Technical analysis based on customer request
 - Comparative analysis on commercial part based on quotation received and selecting the most appropriate.
- Issuance of purchase orders and ensuring on time supply/import
- Follow – up with vendors and customers in order to ensure complete satisfaction on Technical – Commercial part.
- Arrangement of insurance in transit / Takaful in transit
- Imports (Bank Contract, & Letter of Credit, Insurance, Proforma Invoice, & All Shipping Documentation)
- EIF (Electronic Import Form) submission on WEBOC.
- Bank Dealing (Regarding Processing of All Import Documentation & Shipping Guarantee, If required.)
- Logistics / Freight Arrangement (Local / International)
- Interaction with suppliers on daily basis to resolve transactional issues and gather critical information, invoice, packing list, tax docs, shipment advise, Free Trade Agreement, Bill of Lading, Air Way Bill ETC.
- Follow ups with international suppliers for timely submission of shipping documents to advising bank.
- Continuous shipment tracking.
- Responsible for the clearance of goods from customs in liaison with clearing agents.
- Checking goods declaration, & duty rate inserted by clearing agent.
- Responsible of transportation of goods to warehouse
- Local Procurement
- International & Local Market Survey & Selection of New Principals (Local / International).
- New Vendor Certification on Pre-Determined Strict Criteria to Ensure Integrity and Transparency.
- Risk assessment on working with new suppliers / vendors
- Strategic Sourcing Local & International (Developing and Maintaining Long Term Relationships with Suppliers for Consistent Supply).
- Requirement Analyzes, Search for suppliers, RFI, RFQ, Comparative Analysis, Award of Contract & P.O Issuance).
- Development of Import& Procurement Manual.
- Successful Negotiations with suppliers to reduce cost on advantageous terms with required quality & timely delivery.
- Continuous checks on vendor performance & smooth supply on Stock & Just In Time basis as required.
- Designing appropriate reporting and monitoring mechanism that clearly highlight cost saving achieved through innovative & transparent strategies.
- Resolving issues with contracts & suppliers.
- Responsible to find cost effective channels starting from suppliers through to end users.

Key Responsibilities

- Managing the process of urgent procurement and delivery of project supplies to sites.
- Recording and managing inventory of construction store and making it available to technical staff.
- Provision and record of OFM (Owner's furnished material) when required.
- Preparation of ROPs (Release of Payments) of direct purchases and contractor's payments after verification of relevant engineers & supervisors and maintenance of records.
- Managing supplies for various departments, ensuring the team are logging all incoming and outgoing supplies and any discrepancies are investigated and reported.
- Provision of support in department administrative and logistics matters.
- Preparation of wages for staffs on every fortnight & summary to get the cost of wages charged on particular projects.

Accountant & Procurement Officer**Feb- 11 to May-15****Sahil Traders, Karachi****Key Responsibilities**

- Preparation and sending enquiry documents.
- Chasing suppliers for quotations, products & delivery information.
- Ensuring all purchase orders & relevant correspondence are recorded properly in a timely manner.
- Complete Procedure of Import & Local Procurement

Achievement

- Conducted regular market survey that increased number of suppliers providing organization with suppliers redundancies.
- Developed Strategic Sourcing with vendors that helped organization un-interrupted supply to customers cost effectively.
- Created competition amongst freight forwarders that provided organization most discounted quotations to win the business.
- Established collaboration with vendors that helped "Just In Time" Procurement that saved carrying cost.
- Conducted Process mapping that helped achieve "Lean Objectives" & remove "Non Value Added" activities.
- Introduced S&OP process taking various departments on board together that helped set new goals & increased profitability.
- Prepared proper procurement and import manual describing SOPs for each individual that enabled smooth & transparent functioning of import & procurement procedure.
- Successful negotiations with suppliers that brought monetary benefits for organization.

Professional Qualification

- A) **Certified Supply Chain Professional – CSCP** (Enrolled)
(Universally recognized USA based certification program from Apics USA)
- B) **Diploma in Supply Chain Management.**
Pakistan Institute of Management- PIM- Karachi Campus
- C) **Certification In Procurement & Logistics**
Disasterready.org Accredited by CILT United Kingdom
- D) **Certification In Six Sigma White Belt & Yellow Belt**
Council for Six Sigma, USA & VMedu Maryland
- E) **Passed Chartered Financial Analyst (CFA) Level 1.**
CFA Institute USA.
- F) **Master of Business Administration**
Bahria University - Karachi Campus

Computer Skills

- ERP - Tally 9
- Well verse with Emails & Internet.

Personal Interests

- Community & Charitable Services

PDF Converter

Only two pages were converted.

Please **Sign Up** to convert the full document.

www.freepdfconvert.com/membership