AMMAR ABDULLAH

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PROFESSIONAL SUMMARY

SUPPLY CHAIN MANAGEMENT PROFILE

Seeking senior level assignments in the role of ***Procurement & Store Management***
Domain Preference: Supply Chain Management

Knowledge proficiency: Conversant with MAXIMO Software (CMMS) related with stock handling, material management and procurement; sound understanding in all kinds of spares for rotary and stationery equipment like pumps, compressors, turbines (gas/steam) boilers as well as chemical, lubricants, instrument and electrical equipment.
Diploma: **Level 4 in Procurement and Supply, Continue, Chartered Institute of Procurement & Supply – UK**
Certification: Professional Certificate of Supply Chain Management, Virtual University of Pakistan – Lahore
Certification: Certificate of proficiency in Information & System Management, APTECH – Hyderabad

- Competent **Store & Procurement Officer** with **over 12 years** of work experience providing a strong leadership presence and control in store & Procurement, while ensuring that all customers receive good service and quality merchandise.
- Manage all the material handling & control activities for supply of material for operation & maintenance of the power plant and to follow the procurement and Logistics activities.
- Responsible for over-all Inventory Management of the Plant warehouse and managed over **20 thousand SKU** line items of inventory valued at **$10M**.
- Coordinate procurement activities for sourcing of goods & service foreign and local are available to meet business requests.
- Demonstrates desired behaviors and handling difficult and complicated purchase, inventory, and follow-up with vendors.
- Skilled in maintaining store-level compliance with company standards of safety, security, facility maintenance, postings/notifications and other administrative duties.
- Deft at developing positive relationships with shift team by understanding and addressing individual motivation, needs and concerns.
- Excellent interpersonal and communication skills with the ability to work under pressure and exceed performance expectations as well as train and lead associates on store best practices in order to manage day to day operations.

Areas of Expertise

Material Management✦ Logistics Operations ✦ Procurement ✦ Inventory Management ✦ Productivity Enhancements ✦Quality Compliance ✦ Resource Optimization ✦ General Administration ✦ Dispatch Planning ✦ Warehouse & Store Management ✦ Supply Chain Management ✦ Safety Arrogance ✦ Risk Control ✦Budgeting / Cost Control ✦ Liaison & Coordination ✦Team Management

CAREER CONTOUR

ALBARIO ENGINEERING (PVT) LIMITED — **Balloki Power Plant (Orient), Punjab, Pakistan**
Assistant Store Officer (General Electric Power Generation Services) — **From April 1, 2022 – August 29, 2022**

Partnership with Albario Engineering (PVT) LTD. since April, I continued to offer my services to GE O&M in the capacity as a Store & Procurement Officer.

DESCON POWER SOLUTIONS (PVT) LIMITED — **Balloki Power Plant (Orient), Punjab, Pakistan**
Assistant Store Officer (General Electric Power Generation Services) — **From July 17, 2017 – March 31, 2022**

- Responsible for over-all Inventory Management of the Plant warehouse.
- Coordinating procurement activities for sourcing of goods & service.
- Adhere to the procurement function policy and procedures at all times and ensure all RFQ's are dealt with in timely and confidential manner.
- Float RFQ's to potential supplier, received quotation, prepared bid comparison and share with end-user and selected supplier to issued purchase order.

- Expedite sourcing and negotiate price and terms & condition with supplier.
- Liaise with Finance on any issues related to invoice posting, receipts, invoice generation, etc.
- Ensure that all foreign & local shipment material is properly received, inspected, stored.
- Keep Accurate Inventory record & Re-order as per levels to ensure Un-interruptible Plant Operations.
- Maintaining Tight Control on Receipt & Issuance of spares/consumables. Manage Monthly Stock Count & Reporting.
- Coordinate in Internal/external Inventory Audits. Optimum utilization of all resources including stores manpower, Management reporting (Financial Inventory cost, Issuance cost) through MAXIMO.
- Prepared export shipping invoice document for Temporary export shipments.
- Familiar with incoterms, HS code, Bill of lading, Bank Guarantees.

EITMAAD ENGINEERING — **Sheihkupura, Muridke Road, Pakistan**
Assistant Store Officer (General Electric Power Generation Services) — **From Feb 1, 2010 - July 16, 2017**

- Perform an array of functions such as receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.
- Ensure that sufficient inventory is available in the store to avoid items being out of stock as well as ensure that the store is free from pilferage, stock management, maintaining and keeping records for store management.
- Actively involved in the planning of required spare parts for scheduled and forced plant outages/shutdowns.
- Support store operations by recognizing and reinforcing individual and team accomplishments through existing organizational tools and makes recommendations to maintenance manager on new, creative, and impactful methods of recognition.
- Maintain control over inventories by conducting physical counts and reconciling the results with the stock appearing in the ERP system.
- Receive and inspect all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; re-ports, documents and tracks damages and discrepancies on orders received.
- Store documents and confidential files; maintain record of approved document and confidential file destruction.
- Develop and implement warehousing best practices in terms of processes, layout, and documentations etc.
- Generate daily and monthly material issuance/receiving shipment reports.
- Generate store item codes for material purchase in MAXIMO.
- Coordinate with store team in implementing company programs by working directly with shift team to execute action plans that meet operational and organization objectives.
- Actively monitor safety and security of the material and company assets by maintaining EHS standards, preparation of daily and monthly receipts, issue and MIS reports, Periodical checking of store stock & reconciliation.
- Contribute to successful completion of store audits for ISO 9001, 14001 OHSAS 18001.

ACADEMIC CREDENTIALS

VIRTUAL UNIVERSITY OF PAKISTAN — **Lahore, Pakistan**
*Master of Business Administration (**Specialization: Finance**)* — **2016**

UNIVERSITY OF SINDH — **Jamshoro, Pakistan**
M.A (Economics) — **2014**

UNIVERSITY OF SINDH — **Jamshoro, Pakistan**
Bachelors of Arts — **2008**

PERSONAL SNIPPETS

DATE OF BIRTH: 1st June, 1985

LINGUISTIC ABILITIES: English, Urdu, Sindhi, Punjabi

ADDRESS: House 167, Safari Villas, Bahria Town, Lahore, Pakistan