

SAMI ULLAH

Procurement Operations Officer

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Objective

Results-driven and detail-oriented professional with over 6+ years of experience in procurement operations officer and warehouse manager. Skilled in optimizing supply chain processes, reducing costs, and improving operational efficiency. Proven ability to lead cross-functional teams, manage vendor relationships, and implement innovative solutions to enhance inventory control and procurement strategies. Seeking to leverage my expertise in a challenging role as a Warehouse and Procurement Manager to drive organizational success through strategic planning, cost-effective sourcing, and streamlined warehouse operations.

Experience

Procurement Operations Officer | Arizona Golf Resort | Saudi Arabia

2023 – Present

Lead and manage the full procurement cycle from requisition to delivery, ensuring the timely and cost-effective purchase of goods and services to support business operations. Source suppliers locally and internationally, request quotations, and conduct comparative analysis to select the most competitive vendors based on price, quality, reliability, and delivery timelines. Negotiate terms and conditions with suppliers, including pricing, payment terms, and delivery schedules, to secure the best value for the company. Prepare, process, and monitor purchase orders (POs) and ensure timely approvals, confirmations, and deliveries while maintaining accurate procurement records. Coordinate closely with warehouse and inventory teams to ensure proper stock levels are maintained and prevent overstocking or shortages. Track and follow up on pending orders, delivery status, and supplier performance to meet departmental deadlines and avoid operational disruptions. Collaborate with the finance department for invoice verification, reconciliation, and timely processing of supplier payments. Maintain a comprehensive supplier database, evaluate vendor performance regularly, and develop strong long-term vendor relationships. Ensure all procurement activities comply with internal policies, ISO standards, and regulatory requirements. Support internal audits and provide necessary documentation related to procurement transactions and inventory movement. Identify opportunities to improve procurement processes, reduce costs, and enhance operational efficiency. Prepare weekly and monthly procurement reports for management review, highlighting key metrics such as spend analysis, delivery timelines, and savings achieved.

Key Responsibilities & Skills:

- **Vendor Management:** Building and maintaining strong relationships with reliable suppliers to ensure quality and timely delivery of goods/services.
- **Cost Control:** Skilled in negotiating with suppliers to obtain the best price without compromising quality, leading to significant cost savings.
- **Purchase Order Management:** Creating, issuing, and tracking purchase orders; ensuring compliance with internal approval workflows.
- **Sourcing & Quotation Analysis:** Collecting quotations, conducting comparative analysis, and selecting vendors based on price, quality, and delivery.

- **Inventory Coordination:** Working closely with warehouse teams to maintain optimal inventory levels and avoid stockouts or overstocking.
- **ERP/Software Proficiency:** Experienced in using procurement and inventory management systems such as Microsoft Dynamics ERP platforms.
- **Compliance & Documentation:** Ensuring all procurement actions meet company policies and are well-documented for audit and transparency.
- **Cross-Functional Coordination:** Coordinating with finance, warehouse, and user departments to ensure smooth procurement and payment cycles.
- **Reporting & Analysis:** Preparing procurement reports, spend analysis, and supplier performance reviews to assist management in decision-making.
- **Problem-Solving:** Quickly addressing issues such as delayed deliveries, quality discrepancies, or supplier non-compliance.
- **Import/Export Handling:** Managing international procurement processes including customs documentation, LC coordination, and shipping logistics.
- **Process Improvement:** Continuously identifying areas to streamline procurement processes and improve cost-efficiency and lead time.

Warehouse Manager | Emtiyaz Catering Company | Saudi Arabia

2022 - 2023

Managing a warehouse is a fast-paced and demanding job that requires constant problem-solving. One of my most challenging experiences was during peak season when an unexpected surge in orders pushed our capacity to the limit. Our picking and packing lines were overwhelmed, and shipments were falling behind. To tackle the situation, I quickly restructured workflows, optimized storage layouts for faster picking, and arranged overtime shifts to meet demand. I also implemented a real-time tracking system to monitor productivity and prevent bottlenecks. By staying proactive and keeping the team motivated, we not only met our deadlines but also improved overall efficiency.

This experience reinforced the importance of adaptability, teamwork, and strategic thinking in warehouse management.

1 Inventory Management

- Oversee and manage inventory levels to ensure optimal stock availability.
- Conduct regular stock audits to maintain accuracy.
- Develop and implement inventory control procedures to reduce waste and shrinkage.

2 Team Leadership

- Supervise, train, and motivate warehouse staff to meet operational goals.
- Schedule shifts and assign tasks to ensure seamless daily operations.
- Conduct performance evaluations and implement improvement plans as needed.

3 Logistics Coordination

- Plan and coordinate incoming and outgoing shipments.
- Work with logistics partners to ensure timely delivery and receipt of goods.
- Optimize transportation routes to minimize costs and improve delivery times.

4 Operational Efficiency

- Develop and enforce standard operating procedures for all warehouse activities.
- Monitor and enhance workflow to maximize productivity.
- Identify and implement process improvements to streamline operations.

5 Safety and Compliance

- Ensure the warehouse complies with all safety regulations and company policies.
- Conduct regular safety training and drills for employees.

- Maintain clean and organized facilities to minimize workplace hazards.

6 Technology and Reporting

- Utilize warehouse management systems (WMS) to track and report inventory data.
- Generate and analyze operational reports to inform decision-making.
- Stay updated on advancements in logistics technology to improve efficiency.

7 Customer Service

- Work closely with sales and customer service teams to meet client requirements.
- Resolve customer complaints related to order fulfillment or shipping issues.

8 Budget Management

- Manage warehouse budget, including labor costs, equipment maintenance, and supplies.
- Negotiate contracts with vendors and logistics providers to achieve cost savings.

Warehouse Coordinator | Kamran Flour Mills | Pakistan

2019 - 2022

As a warehouse coordinator, my day revolves around keeping operations smooth and efficient. One busy morning, a shipment arrived earlier than expected, but the receiving team was short-staffed. I quickly adjusted the schedule, assigned extra hands to unloading, and ensured all inventory was properly logged into the system without delays.

1 Inventory Control

- Track and monitor inventory levels to ensure accurate stock counts.
- Perform regular cycle counts and report discrepancies.
- Assist in the planning and forecasting of inventory needs.

2 Shipping and Receiving

- Coordinate and oversee the receipt, inspection, and storage of incoming shipments.
- Prepare and organize outgoing shipments, ensuring accurate documentation and labeling.
- Communicate with carriers to schedule and track deliveries.

3 Order Fulfillment

- Process and pick orders accurately and efficiently.
- Ensure timely preparation and dispatch of orders to meet customer deadlines.
- Resolve issues related to incomplete or incorrect shipments.

4 Documentation and Records

- Maintain accurate records of shipments, inventory levels, and transactions.
- Prepare and file shipping and receiving documentation, including invoices and packing slips.
- Ensure compliance with company policies and regulatory requirements.

5 Team Support

- Collaborate with warehouse staff to maintain smooth operations.
- Assist in training new employees on warehouse procedures.
- Support warehouse supervisors and managers with daily tasks as needed.

6 Facility Organization

- Ensure the warehouse is clean, organized, and free of safety hazards.
- Monitor equipment and report any maintenance or repair needs.
- Optimize storage space and layout for efficiency.

7 Customer Service

- Communicate with internal teams and customers to provide updates on shipments.
- Address and resolve customer inquiries related to inventory or deliveries.

8 Safety and Compliance

- Enforce safety protocols and ensure compliance with OSHA standards.

- Conduct safety checks and report any hazards or incidents.

9 Technology and Systems

- Use warehouse management systems (WMS) to track inventory and orders.
- Update databases and generate reports as needed.
- Stay familiar with new technologies and software to improve operations.

Education

Master of Business Administration (MBA) Academy Europe Open University	2022 - 2024
Major: Business Administration	

Bachelor of Arts (BA) Bacha Khan University Charsadda	2018 - 2020
Major: English	

Project Management Great Learning Academy	2024 - 2024
Major: Project management	

Procurement Management Great Learning Academy	2024 - 2024
Major: Procurement management	

Supply Chain Management Great Learning Academy	2023 - 2023
Major: Supply chain management	

Logistics Management Great Learning Academy	2023 - 2023
Major: Logistics management	

Diploma Information Technology (DIT) Frontier College Charsadda	2017 - 2018
Major: Information technology	

Pre-Engineering New Muslim College Charsadda	2015 - 2016
Major: Pre Engineering	

Skills & abilities

- Strategic sourcing
- Vendor/supplier management
- Request for Quotation (RFQ) and Tendering
- Contract negotiation & management
- Purchase order processing
- Cost reduction and value analysis
- Inventory and stock control
- Market and price analysis
- Supply chain coordination
- Logistics and warehouse collaboration
- Budget tracking and cost forecasting
- Compliance with procurement policies and regulations
- Risk assessment and mitigation

Languages

- English
- Urdu
- Arabic
- Pashto