



SYED ZAIN AHMED RIZVI

Phone: +92-336-7343-277

Email: zainrizvi1996@gmail.com

15/2 Wahdat Park Opposite L-42 Wahdat Colony Quarter Wahdat Road, Lahore

D.O.B: August 27, 1996.

Professional Summary

Results-driven Supply Chain Professional with over 6 years of progressive experience in procurement, planning, and inventory management. Demonstrates expertise in cost reduction, strategic sourcing, and contract management. Proficient in SAP S4 Hana (MM Module) and Oracle with strong leadership, negotiation, and decision-making skills.

Core Competencies

- Strategic Sourcing & Procurement
- Cost Optimization
- Contract Management
- Inventory Planning & Control
- Supplier Relationship Management
- Negotiation & Leadership
- SAP S4 Hana (MM Module) & Oracle

Professional Experience

Regal Automobiles Industries Limited, Lahore

Deputy Manager Supply Chain

January 2023 – Present

- Managed procurement operations to ensure timely availability of materials, reducing lead times.
- Coordinated with sales and marketing to align production forecasts with demand planning.
- Maintain & arrange raw material for smooth production.
- Forecasting price trends and their impact on the business.
- Forecasting the future levels of demand for products.
- Analyze market trends and optimize inventory levels.
- Collaborate with cross-functional teams to achieve business objective.
- Conducted supplier analysis to enhance quality and performance standards.
- Utilized SAP S4 Hana for real-time inventory management and reporting.

Assistant Manager Procurement

July 2018 – December 2022

- Processing all paperwork relevant to the purchasing document.
- Liaising with internal and external departments.
- Forecasting price trends and their impact on the business.
- Monitoring and managing supplier performance.
- Placing orders and monitoring delivery dates.

- Sourcing new vendor and finding out what they have to offer.
- Forecasting the future levels of demand for products.
- Prepare vendor price comparison sheet.
- Assisting with following up overdue accounts for payments.
- Maintaining and developing an approved vendor list.
- Negotiated contracts and managed supplier relationships to ensure compliance with quality standards.
- Conducted market research to identify and onboard reliable vendors.

Warehouse Executive

ST International, Lahore

January 2018 – June 2018

- Processing all paperwork to the relevant Document
- Prepare Inwards & GRN & Outward.
- Placing orders and monitoring delivery dates.
- Prepare & maintain physical stock on Weekly basis
- Coordinated logistics for inbound and outbound shipments, ensuring timely deliveries.

Education

- **Master's in Operations & Supply Chain Management**
Virtual University of Pakistan, 2024
- **B.COM**
University of the Punjab, 2016

Certifications

- CISCOM (Certified in Supply Chain & Operations Management) – BRASI USA

Languages

- English (Proficient)
- Urdu (Proficient)
- Chinese (Beginner)

Reference

Available upon request