

SHAHNAWAZ KHAN

Purchase Manager

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SUMMARY:

Dynamic and results-oriented Purchase Manager with almost 5 years of experience in purchase management, vendor management, and supply chain optimization, coupled with 10 years of expertise in sales and marketing. Seeking to leverage this diverse experience to contribute to organizational efficiency, cost savings, and growth.

EDUCATION:

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|---|--------------------------|
| Masters of Business Administration - Finance & Marketing | UPT University, 2008 |
| Bachelor of Commerce - Commerce | KNIPSS, 2006 |
| Intermediate - Economics | Kendriya Vidyalaya, 2003 |
| High School - PCM | Kendriya Vidyalaya, 2001 |

CERTIFICATIONS:

- Diploma in Computer Applications.
- Six Sigma White Belt.
- Negotiation Strategies .
- Public Procurement.
- ISO 45001:2018 HSM (Lead Auditor)
- Purchasing & Supplies Management.
- Risk Management.
- Managing Conflicts.
- ISO 9001:2015 QMS (Lead Auditor)
- ISO 14001:2015 EMS (Lead Auditor)

ACCOMPLISHMENTS:

- Achieved a 15.6% cost reduction through strategic negotiations and process optimization.
- Cut lead times by 30% and improved supplier engagement by 6.2%.
- Enhanced inventory forecasting, reducing stockouts and improving turnover.
- Upgraded procurement systems, boosting efficiency and decision-making.
- Strengthened supply chain resilience with new suppliers and improved flexibility.
- Delivered timely, high-quality products, driving 15% annual revenue growth.

EXPERIENCES:

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|--|-----------------------------|-----------------------|
| Connect Instruments IPET LLC | PURCHASE MANAGER | Feb 2020 - Present |
| <ul style="list-style-type: none">◦ Currently overseeing the procurement of industrial machinery, plant equipment, sensors, automation systems- PLC/SCADA, control panels, and spare parts, with a strong focus on cost efficiency and operational effectiveness.◦ Negotiated pricing terms with vendors to enhance profitability.◦ Provided competitive pricing strategies for major sales initiatives.◦ Analyzed market trends to discover cutting-edge suppliers and new technologies.◦ Managed automation projects, supplier relations and importation processes globally.◦ Adhered to ISO standards, enhancing efficiency, safety, and sustainability.◦ Executed sourcing strategies to drive cost savings while maintaining high-quality standards and timely delivery.◦ Fostered continuous improvement by analyzing supplier performance and market dynamics, contributing to the overall supply chain efficiency and business growth.◦ Participated in industry events to stay current on trends. | | |
| En Route Technologies LLC | RELATIONSHIP MANAGER | April 2019 - Feb 2020 |
| <ul style="list-style-type: none">◦ Increased sales of GPS tracking hardware and fleet management solutions.◦ Designed strategic plans targeting the needs of fleet managers, rental services, and customers.◦ Conducted product demos, technical presentations, and provided post-sales support.◦ Attended industry exhibitions to boost company presence.◦ Managed payment collections ensuring financial targets were met. | | |

Equipment International LLC

SENIOR SALES EXECUTIVE

Feb 2014 - Aug 2018

- Expanded customer base while managing industrial product sales with consistent success.
- Supervised setup of spray paint booths, ensuring regulatory compliance.
- Established robust client connections, addressing concerns to enhance satisfaction and loyalty.
- Identified and established new channel partnerships to boost market penetration.
- Executed initiatives to boost brand presence.

Bellstone Hitech International

SALES REPRESENTATIVE

Nov 2008 - April 2013

- Exceeded sales targets, increasing construction equipment sales.
- Conducted outreach through cold calls, regularly followed up with customers, developed strong business relationships.
- Managed product demo and installation processes.
- Oversaw call lists while submitting consistent sales reports to monitor progress.

SKILLS:

- Negotiation and Communication.
- Material Requirement Planning.
- Technical Expertise.
- Advanced Computer Applications.
- Supplier Relationship Management.
- Stocks and Inventory Organization.
- ERP and Procurement Systems.
- Risk Management.

LANGUAGES:

- English
- Hindi

PERSONAL INFORMATIONS:

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|--------------------|---------------|
| • Nationality | Indian |
| • Date of Birth | November 1985 |
| • Gender | Male |
| • Marital Status | Married |
| • Visa Status | Employment |
| • Driver's Licence | Dubai Issued |
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Date:

Place:

Signature: _____