

FAISAL SADIQ - MSc STATISTICS

Abu Dhabi, U.A.E

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Seeking Procurement suitable role in a growth-oriented organization.

Profile: To be part of the procurement management of an aggressive growing company where I can excel by contributing to the savings and high quality of products by utilizing my proven negotiation and interpersonal skills. A result-driven procurement professional, with a comprehensive understanding of logistics, procurement, and the supply chain functions. Enjoys working in challenging, high-performance environments. Committed to continuous improvement and innovation while working ensure best practice, transparency, accountability, and value for money are achieved. Looking for a new and challenging opportunity to utilize my existing skills and experience and further my personal and professional development.

Qualifications

- **MSc (Statistics) from Quaid-i-Azam University, Islamabad, Pakistan. (Session 2012)**
- **BSc (Double Math, Statistics) from University of Peshawar, Pakistan. (Session 2008)**
- **Secondary (State, Math, Economic) from B.I.S.E, Mardan, Pakistan. (Session 2006)**
- **Intermediate (Science) from B.I.S.E, Mardan, Pakistan. (Session 2004)**

Key Skills and Abilities

- Good interpersonal skills – the ability to work well in a team, as well as to manage and motivate others.
- Analyzing data to assess performance, discover logistical problems and devise plans for improvements.
- Negotiating rates, drafting purchase orders/supply agreements/subcontract agreements.
- Strong Numerical and Analytical Skills.
- Verbal and written communication.
- Time-management ability and Problem solving skill
- Flexibility and adaptability.
- Honesty and Integrity.
- Market Researching Skill

Professional Experience

5- DAS Holding (United Group Holding LLC), Abu Dhabi, U.A.E

20th Sep 2021 - to date

Designation : Procurement Officer.

Key Responsibilities :

- Primarily responsible for the procurement of office or Construction sites any type Items/materials, tools etc. from the accredited local vendors & importers at the right quantity, quality, time of delivery and price.
- Study the requirements of the material/subcontract works according to the contract documents.
- Taking charge of complete procurement and implementation of procurement policies in the daily purchase system
- Issues Purchase Orders to vendors with emphasis on timely issuance of delivery.
- Managing complete Civil/MEP procurement & certifying the payment as per the contract.
- Meeting with all the Subcontractors and Suppliers and making them understand the project.
- Coordinate with DAS subsidiaries and follow up with supplier and ensure the docs/item, received with the timeframe.
- Supervise and monitor DAS Group delivery operations.
- Manage activities throughout the order fulfillment & transportation cycle to make sure established deadlines are met.
- Responsible for making shipments arrangements for inbound and outbound, ensuring documentation requirement of import and export of material (Invoice, Packing list, Bill of landing, Certificate of origin etc.)
- Working with the finance manager to forecast the budget for the month.
- Ensure receipt of invoice from the vendors and forwarders & forward the same to account department for payment process.
- Managing the total purchase for the ongoing sites and coordinating with the site team.

- Evaluate quotations received ensure compliance with specifications and project requirement.
- Negotiate with the bidder to achieve good commercial value and credit terms.
- Review the technical data from successful bidder in order to maintain a proper submission and coordinate with the project team for the technical submittals to ensure the scope of work and contractual terms and conditions are implemented.
- Follow up with the successful bidder for bank guarantee (advance payment / performance bond) submission.
- Report to team leader / superior the procurement work status on regular basis.
- Survey the current market price for construction related material and keep update on the new material / technology.
- Maintain complete updated purchasing records/data in the system and update each subsidiary on the status of their shipments in transit.
- Perform other duties as assigned by the Group head of procurement.

Professional Experience

4- J & H Emirates LLC (Jangho Group), Abu Dhabi, U.A. E

25th Jan 2015 – 15th Sep 2021

Designation : Procurement Engineer

Key Responsibilities :

- Prepare the request for quotation (RFQ) or enquiry package comprising of specifications.
- Primarily responsible for the procurement of office or Construction sites any type Items/materials, tools, plant, machinery, vehicles, equipment & manpower etc. from the accredited local vendors & importers at the right quantity, quality, time of delivery and price.
- Handling all aspects of procurement which would include but not limited to management of complex multi-tier global supply chains.
- Issues Purchase Orders to vendors with emphasis on timely issuance of delivery.
- Provides pre-alert regarding possible material delivery problems to concerned people to be able to take necessary action to avoid production down-time.
- Conducting meetings with suppliers & subcontractors for discussing the technical, price & payment terms etc.
- Continually performs cost-down and price analysis activities and develops alternative sources of supply in line with the established vendor accreditation and product evaluation procedure.
- Follow-up with Accounts dept, for releasing the suppliers/Sub-contractor's payments.
- Maintaining good working relationship with suppliers to get best negotiated rates for the company.
- Transparent communication with suppliers & ensure competitive pricing & negotiating long term agreements.
- Supporting the Project Manager, Finance and Administration in providing timely and accurate information on the relevant topics & documents as needed.
- Managing all aspects of daily operations including optimum use of manpower and equipment to ensure efficient and cost-effective handling & storage of materials.
- Plan, manage and evaluate logistics operations liaising with internal stakeholders, suppliers, logistics providers / transportation companies.
- Create and implement best practice logistics principles, Policies and processes to improve operational performance.
- Client acceptance/rejection, warranties and other related follow up matters with the supplier till completion of Project.
- Solving site logistics issues with Client, Consultant, and Main & Subcontractor in transparent and friendly manner.
- Monitoring delivery of the materials at the concerned projects and getting acknowledgements on the copy of invoice or delivery notes.

3- Arabtec Holding, Gulf Steel Industries FZE, Sharjah, U.A.E

17th Feb, 2014–05th Jan, 2015

Designation : Transportation/Logistics Incharge

Key Responsibilities :

- Conducting meetings with transport, cargo & manpower suppliers for discussing the price & payment terms etc.
- Monitoring Fuel, maintenance expenses, Vehicle and driver movement on daily basis.
- Monitoring drivers tasks such as collection and delivery of documents/Material etc.
- Keep update log of Vehicle/Equipment registration card, 3rd party, insurances, Salik and traffic fines / violations.
- Responsible for all the files (soft copy and hard copy) of Factory machinery/equipments/Vehicle related.
- Responsible for Manpower/drivers/vehicle requirement for complying Codes of Conduct rules for designated site.
- Responsible for arranging rented vehicle/Equipments (MRF, LPO, Quotations) if own equipment is not sufficient.

- Continually reviews freight, transportation cost and the prices of raw materials to keep costs down where possible.
- Negotiate the best payment terms and contract conditions, maintaining high level of integrity.
- Monitored, updated and maintained all the necessary legal documentation.
- Solving all logistics issues of supplier, main & Subcontractor in transparent and friendly manner.
- Control the flow of incoming materials and outgoing finished products to ensure delivery/receive on time.
- Oversee warehouse, inventory control, material handling, customer service, transportation and planning workers.
- Prepare reports for upper management; negotiate shipping and supplier costs, and work to improve the efficiency of the company's supply chain.
- Managed all associated transportation costs as per the given budget and prepared reports for the management.

2- Bureau of Statistics Punjab, Rawalpindi, Pakistan

23rd, May 2012 – 10th Jan, 2014

Designation : Enumerator, Statistical Data Analyst

Key Responsibilities :

- Participating in daily team meetings discussing tasks.
- Data Collection regarding Agriculture, Education, Health, Industries, Census of Manufacturing industries & Price etc.
- Conducted surveys in collaboration with UNICEF, UNDP, USAID and State Bank of Pakistan.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Data Entry and Data Analysis through MS Excel and SPSS software.
- Interpret data, analyze results using statistical techniques and provide ongoing reports.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Work with management to prioritize business and information needs.
- Details Reporting writing on daily activities & collect survey information.
- Maintaining daily records of team expenses.
- Hotel & Transportation arrangement for team on given budget.
- Arranging and supervising logistics for the team in the area.
- For non-visited area telephone survey.

1- Population Council, Islamabad, Pakistan

24th Mar, 2008 – 12th Mar, 2009

Designation : Field Interviewer, Statistical Officer

Key Responsibilities :

- Participating in daily team meetings discussing tasks, targets and areas visits planning.
- Conduct research regarding Education, Health, HIV and AIDS, Poverty, Gender, Youth & reproductive Health etc.
- A team of experts working together to produce a range of statistical analysis to help shape decision making.
- Answering for community people question on friendly way & tool box meeting arrangement.
- Understand and demonstrate statistical principles.
- Write and execute statistical functions, analysis, plans and data sets and models.
- Analyze and evaluate gathered data and information.
- Coordinate with statistical programmers.
- Implement best practices in performing statistical analyses.
- Coordinate with ministries and other agencies with regard to statistical data.

Computer Expertise

- Microsoft Office (MS Word, Excel, Power Point, Outlook)
- Internet Explorer-Advanced
- Statistical Package (SPSS)
- Internet & Emails
- Hardware & Software Installation
- Maximo & AX Dynamics
- D365 Dynamics
- Dolphin ERP

Other Certificates and Trainings

- Certificate of Successfully completed the course of Procurement Fundamentals from Select Training and Management Consultancy LLC Abu Dhabi ,UAE
- Certificate of Successfully completion of the training program in Advance Negotiation Skill in Procurement Fundamentals from Blue Ocean Academy Dubai, UAE.
- Certificate of Appreciation from Jangho Group at Midfield Terminal Building Project, Abu Dhabi, UAE.
- Basic First Aid & Fire warden certificate from Euro Gulf Safety Consultancy, Dubai UAE at Midfield Terminal Building Project, Abu Dhabi, UAE.
- Attendance Certificate of Equipment Management & Maintenance at The Big -5 International Building & Construction Exhibition in Dubai UAE.
- Training Certificate "Assessing Retention & Motivation of PHC Study" in Pakistan from Population Council.

Personal Details

Date of Birth	:	27th Apr. 1988.
Marital Status	:	Married.
Nationality	:	Pakistani.
Driving License	:	UAE
Languages Known	:	English, Urdu/Hindi, Pashto and (Manageable Chines & Arabic).