

MUHAMMMAD USAMA SAEED

STRATEGIC PROCUREMENT PROFESSIONAL

CONTACT

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PROFILE SUMMARY

Experienced procurement professional with a focus on cost optimization, supplier management, and process efficiency. Passionate about delivering strategic sourcing solutions that align with business goals, enhance supplier relationships, and drive value across the supply chain.

EDUCATION

BAHRIA UNIVERSITY

2023 - 2025

- MBA

BAHRIA UNIVERSITY

2019 - 2023

- BBA

SKILLS

- ERP-Oracle, SAP
- Strategic Sourcing
- Negotiation
- Vendor Management
- Adaptability
- Cost Optimization
- Risk Management

CERTIFICATION / TRAINING

- Corporate Skills (Franklin Covey)
- Emotional Agility (Cube Consultant)
- Excel Training (Naveena Group)

WORK EXPERIENCE

PAK SUZUKI MOTOR COMPANY

SEP 2024 - PRESENT

Assistant Manager Procurement

- Manage procurement of indirect materials, including engineering spare parts, office supplies, IT equipment, and facility maintenance services, with an annual spend of PKR 500M.
- Streamline the procurement process and reduce costs by 20% through negotiations with 135+ vendors across various categories.
- Implement vendor prequalification and develop an annual procurement calendar, resulting in a 10% reduction in lead time for critical purchases.
- Establish framework agreements with key suppliers, ensuring price stability and the availability of spare parts for production continuity.

Naveena Denim Mills

July 2023 - Sep 2024

Procurement Officer

- Managed centralized procurement of raw materials, indirect and direct materials from procurement to pay, totaling \$1.8 million quarterly, including Engineering (Electrical, Instruments, HVAC, MRO), IT equipment, packaging, and consumables.
- Liaised with the import team for the establishment of LC for foreign shipments and cleared shipments through customs.
- Established sustainable procurement strategies for projects and contract management to optimize quality, cost, and timely delivery.
- Streamlined the procurement process and reduced costs by 15% through negotiations with 100+ vendors across different categories