**SYED AJAIZ**

Procurement Head

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**SUMMARY**

Accomplished Procurement Manager with over 14 years of experience in strategic sourcing, supplier management, contract negotiation, and procurement operations across Saudi Arabia and GCC markets. Adept at leading high-performing teams, driving cost optimization, and executing procurement strategies aligned with corporate objectives and regulatory compliance. Proven expertise in managing large-scale procurement portfolios, improving supplier performance, and leveraging ERP systems such as SAP, Oracle, and Ariba. Strong focus on supporting local content initiatives, minimizing supply chain risks, and enhancing operational efficiency in fast-paced, compliance-driven environments.

**CORE COMPETENCIES**

* Strategic Sourcing & Category Management
* Supplier Risk Assessment & Prequalification
* Procurement & Contract Management
* Supply Chain Optimization & Demand planning
* Regulatory Compliance & Local Content
* ERP Systems: SAP Ariba, Oracle, MS Dynamics
* Budgeting, Forecasting & Cost Control
* Team Leadership & Talent Development
* Stakeholder Engagement & Vendor Negotiation

**EXPERIENCE**

**Head of Procurement** Nov '22 – Feb '25

Alpha Trading Scientific Hyderabad – India

* Led procurement operations, managing 12 procurement staff to drive cost-effective sourcing and streamline processes.
* Developed and implemented procurement strategies aligned with organizational goals and compliance standards.
* Managed the full procurement lifecycle including vendor sourcing, selection, contract negotiation, and execution.
* Delivered detailed procurement performance reports to senior leadership to support strategic decision-making.
* Secured a 20% cost reduction through strategic supplier negotiations and performance optimization.
* Ensured 100% compliance with local regulations and international trade laws.
* Drove continuous improvement initiatives and applied best practices across procurement operations.

**Procurement & logistics Manager** Apr '22 – Oct-'22

HQ Contracting Dammam, Saudi Arabia

* Managed sourcing and procurement of materials and services from local and international vendors.
* Led negotiations on contracts, pricing, and payment terms, ensuring compliance with Saudi regulations.
* Oversaw procurement documentation, supplier performance, and logistics coordination.
* Forecasted material needs and ensured inventory alignment with project timelines and budgets.

**Warehouse Unit Head** Feb '20– Mar '22

Rawabi Vallianz Offshore Services Dammam, Saudi Arabia

* Spearheaded end-to-end warehouse operations across multiple sites, achieving 98% inventory accuracy and improving order fulfillment speed by 25% through process optimization and staff training.
* Implemented data-driven inventory control systems, reducing stock discrepancies by 40% and optimizing space utilization, resulting in significant cost savings and enhanced warehouse efficiency.
* Coordinated the movement of goods from suppliers to warehouses, ensuring timely deliveries and optimizing routes to reduce transportation costs.
* Led cross-functional coordination with procurement, logistics, and planning teams to align stock levels with business needs, minimizing stockouts and excess inventory while ensuring uninterrupted supply chain flow.

**Procurement & Warehouse Supervisor** Nov '18– Dec '19

Simfa Scientific Hyderabad, India

* Achieved 15–20% cost savings through supplier contract renegotiation.
* Built a comprehensive vendor database improving sourcing speed and reliability by 30%.
* Oversaw procurement, logistics, customs documentation, and warehouse operations.

**Operations Supervisor** Sep '14– Aug '18

TNT/FedEx Express Dammam, Saudi Arabia

* Supervised package processing, sorting, and delivery operations across a major hub.
* Trained and managed operational staff, monitored KPIs, and improved productivity and performance.

**Procurement Ops Supervisor**

Abdulla Fouad Holding Co Dammam, Saudi Arabia

* Managed project-based procurement, contract negotiations, and vendor evaluations.
* Oversaw procurement budgeting, reporting, and compliance with internal and external policies.

**EDUCATION**

**Bachelors of Commerce,** Kakatiya University India

* Evaluated and Certified by WES (World Education Services)

**TRAININGS AND CERTIFICATIONS**

* WES – World Education Services
* Supplier prequalification Risk Assessment
* Warehouse Management Systems WMS Training
* Internal quality audit (Vincotte)
* Advance project management
* DOT Compliance Training

**AWARDS**

* Man of the Division
* Best employee of the year
* Special recognition from IMEA Vice President

**PROJECTS**

* KAAU Phase III – Saudi Arabia
* KAAU Phase II – Saudi Arabia
* Dammam University – Saudi Arabia etc.,

**SKILLS**

Procurement Management Strategic Sourcing & Category Management, Supplier Prequalification & Risk Assessment, Contract Negotiations, Procurement Policy Development

Financial Management Budgeting & Forecasting

Technology Proficiency ERP Systems (SAP Ariba, Oracle, MS Dynamics)

Leadership Skills Team Leadership & Talent Development, high performing Team building

Communication Skills Strong negotiation and communications skills