

# Shehroz Kaleem

## Procurement Specialist

+92 333 537 1083 — me@shehroz.pk — Gulberg, Lahore, Pakistan — willing to relocate

Expert in sourcing and cost reduction; 8+ years of experience in project procurement; worked with-in construction, real estate development and IT Industry. Adept at managing complex supplier relationships, cost avoidance, turnaround time reduction.

## Skills

- Product sourcing
- Vendor onboarding process administration
- Cost reduction & avoidance
- Team leadership
- Source-to-pay lifecycle management
- Modus operandi development
- Dashboard reporting
- Backlog cleanup e.g. PR pendency reduction
- Advance level user of SAP Business One, Ariba, Microsoft Teams, Outlook
- Intermediate user of Linux, Google Workspace, Microsoft Excel, Atlassian Trello and various other ERP systems
- Understand Urdu, Punjabi and English languages
- Hands-on experience with FBR IRIS, WeBoc, Sales Tax Act, FIPP Act, tax withholding

## Work Experience

### Chinoy Engineering & Construction (Pvt.) Ltd. - Lahore, Pakistan

Senior Procurement Executive (Aug 2024 – May 2025)

- Lead project procurement of permanent accommodation camp site of Reko Diq Mining Company (Pvt.) Ltd. located in Chagai, Balochistan
- Direct Reporting to CEO, FIPP Act 2022 compliance and process management of Zero Rating
- Brackish water reverse osmosis water filtration plant feasibility workaround and sourcing
- Purchasing raw materials and construction elements; both from Pakistan and abroad
- Collaborated with engineering office for requirement identification, locking the specifications and purchase requisitions
- Designed the source-to-pay process flow of CECL, generated document templates, revived approval processes and worked with ERP Functional consultant on SAP Business One implementation sub-project

### Shahid Builders (Pvt.) Ltd. - Lahore, Pakistan

Assistant Manager Purchase (Nov 2023 – Jun 2024)

- Lead purchase team in supply chain department
- Directly reported to executive director projects, worked on construction projects like Gwadar cantonment, Naval headquarters high-rise tower in Islamabad, Combined military hospital Lahore renovation
- Cleared stalled PRs backlog which stockpiled for 2+ years in SAP B1 and fixed purchasing dashboard report

### Al-Jalil Developers - Lahore, Pakistan

Senior Procurement Executive (Jun 2021 – Nov 2023)

- Got promoted for exceeding goals
- Reduced PR backlog to less than 2%
- Cost Saving worth PKR 23,608,619/- in first 6 months of job (Heavy Equipment Purchasing)
- Lead the project procurement cycle of 2 housing schemes in Sheikhpura

## **The Knights (Pvt.) Ltd. - Islamabad, Pakistan**

Technical Purchaser (Oct 2020 – Dec 2020)

- Managed IT purchases for 2 office locations including spot buying from Rawalpindi market
- Reduced 30% IT OPEX utilizing internal controls on procurement
- 25% CAPEX reduction by Harvesting written off IT assets

## **Haq's International - Chakwal, Pakistan**

Procurement Officer (Oct 2015 – Aug 2020)

- Led buying supplies from 70+ vendors and 9000+ items
- Performed vendor relationship management & contract administration
- Did cost evaluation analysis & invoice cross verification with procurement contracts & agreed price lists

## **Education**

---

### **Bachelor of Business Administration**

Virtual University of Pakistan | Lahore, Pakistan

2014