

**RESUME****SAIF KHAN****Residence- UNAYZAH, Qassim, KSA Mobile +966 509 473006 /****E-mail : supersaif@rediffmail.com****CAREER SUMMARY**

- **Innovative professional with 15 years of progressive experience in International Freight Forwarding based out of India & 12 years in International Purchase from Middle East** with keen understanding of the requirements of International business with demonstrated initiative, creativity and success. Proactive with experience in multicultural and global environments.
- Thrive in both independent and collaborative work environments. Expertise in strategic planning, new business start up, market plan execution, customer service.
- Highly organized, friendly, enthusiastic, able to prioritize effectively to accomplish multiple tasks and complete job under pressure promoting with highest profit potential.
- Quick study with an ability to rapidly achieve organizational integration, easily assimilate job requirements and aggressively employ new methodologies. Energetic and self-motivated team player/builder. At ease in high stress, fast-paced environments with emerging and multiple responsibilities.
- Excellent in oral/written communication, interpersonal, intuitive, and analytical skills with a high math aptitude and detail orientation.
- A professional demeanor gained through extensive interaction with public, leadership roles in college activities.
- Recognized for reliability and 'getting the job done' through persistence and a strong work ethic.

**PRESENT WORK STATUS****DIRECTOR OF PURCHASE AND SUPPLY****FAN JAN CAFÉ****(Coffee chain retail company)****AL QASSIM, BURAYDAH.  
KINGDOM OF SAUDI ARABIA.****November 2016-present.**

- **Hold full accountability for planning, controlling and directing all purchasing, inventory control and supply chain activities for this Saudi based national coffee chain distribution operation including the evaluation of departmental requirements, develop and implement strategic plans, diversify purchasing and inventory management, update procurement policies. Manage departmental P & L, oversee dead stock reduction. Assess supply / inventory options in order to determine the best sourcing solutions. Interact extensively with suppliers, ensuring overall service and satisfaction. Maintain compliance with organizational standards and objectives.**

Perform all recruiting tasks, develop and supervise the team personnel. Attended Trade shows and conferences. Cultivate strong vendor relationships.

### **General key contributions :**

- Increased company revenue by staying current on new ,cost effective products and implementing inventory control methods.
- Raised profit margin by 25% in the last financial year by aggressively negotiating vendor prices.
- Spearheaded several process improvement initiatives which optimized operations.
- Reduced dead stock through program initiation ,proactive management ,effective internal and external communication and persuasive follow up.

### **PAST EXPERIENCE**

#### **PURCHASE MANAGER**

**QASSIM CORRUGATED BOX FACTORY  
QASSIM, BURAYDAH.**

**Oct 2011-July 2016.**

Functioning under the direction of the CEO/Materials Manager.

Lead, direct, coordinate, and manage all administrative, contractual and operational aspects of

the Purchasing Division.

Train, motivate, coach, develop, and evaluate assigned professional, technical, and clerical purchasing staff.

Use excellent customer service skills, establish and maintain effective working relationships with

other employees, public officials, and members of the general public.

Lead, manage and coach cross-functional teams through the strategic sourcing process.

Facilitate team meetings, prepare supporting documentation, conduct market research, develop

market analysis and assist with strategy development.

Prepare the Purchasing budget for review by the department head. Administer, control and coordinate budget and expenditures. Approve requisitions, field purchase orders,

procurement

card expenditures and contracts. Manage and ensure timely completion of projects within the

time frame and appropriated funding level.

Responsible for maintaining the goals, standards, and objectives of the Administrative Services

### **KEY RESPONSIBILITIES HELD DURING MY TENURE IN FREIGHT FORWARDING IN**

#### **INDIA**

- Designing & Implementing Standard Operating Procedures for streamlining operations.
- Operating result for North India region.
- Carrier and other vendor relationships.
- FCL/LCL pricing for exports/imports.
- Constant review of costs and aim to achieve best costs.
- Overall documentation and data quality.
- High levels of service delivery and customer satisfaction.
- Co-ordination with network offices.
- Representation in trade and industry meetings.
- Gathering and providing market intelligence.
- Proposing new product launches.
- Motivating and leading the Ocean Freight product team.
- Understanding of trade laws and regulations.
- Sound knowledge of Indian export/import trade ,trade lanes /routes and their key drivers,commodities ,major players.
- Knowledge of the Indian shipping and Logistics industry including, ocean services to/from India and their operations ,ICD /CFS set up, LCL consolidation market,major players in these segments.
- Process excellence.

#### **PAST:**

**I) Atlantic Cargo and Travels Pvt Ltd, New Delhi.  
A leading Indian Freight Forwarding Company .**

**POSITION: Senior Manager (Ocean Product)-North India-from February 2008 till 1102cDD**

#### **Job responsibilities include:**

- Heading Operations/Sales team at Delhi and branch offices - Jaipur/Jodhpur/Ludhiana.
- Solely responsible for development of business and tapping of new potential customers in and around Delhi/North branches, for business of Export / Import by sea transportation.
- To ensure consistent commitment towards all service related aspects by coordinating at operational levels.
- Monitor credit control/active involvement in recoveries.
- Handling current business of 1200cbms/month and 500 FCLs a month (Export/Import) Delhi, Jaipur, Ludhiana & Jodhpur.
- Joint selling with sales team.
- Monitor pro-active handling of key accounts.
- Liase with carriers for annual rate contracts.
- Active role in development/promotion of fringe sea freight staff into worthy senior positions.

**II) Kuehne + Nagel Pvt. Ltd, New Delhi-India**  
**A leading International Freight Forwarding Company**

**POSITION: National LCL Manager-from March 2007 till December 2007.**

Key Result Area :

- LCL consolidation development jointly with national team.

Responsibilities included:

- Heading the LCL team as part of the national seafreight management .
- Responsible for development of new LCL direct boxes or "SACOs" (inbound/outbound).
- To ensure consistent commitment towards all service related aspects by coordinating at operational levels.
- Developed product kit for sales team.
- Monitor pro-active handling of key business accounts.

Resume Continues....

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**III) Atlantic Cargo and Travels Pvt.Ltd.- New Delhi-India**  
**A leading Indian Freight forwarding (ISO 9001:2000) certified Company, having**  
**branches in all in major metros & North Indian cities in India.**

POSITION – Started as Executive sales in the year 1996.

Designation at the time of leaving in March 2007 : Manager – Ocean Freight.

Job Responsibilities included:

- Overall supervision all operations i.e. documentation, customer service and custom clearance at various Container Freight Station (CFS) and Inland container Depot (ICD's).
- Generation / Activation of new clients / account through local & overseas sales leads with regular follow-ups, meeting & regular visit to existing clients.
- Additional business development and service delivery
- Coordination of sales with overseas agents & affiliates.
- Close follow-ups & coordination with buying house and corporate clients.
- Rate negotiations with shipping lines.
- Maintaining goods relationship with customs & local port authorities.
- Preparation of SOP's for all accounts.
- Controlling of custom clearance & reporting thereof.
- Care of quality aspect and compliance of quality procedures.
- Handling special equipment business like reefer containers.
- Maintenance of key accounts.
- Providing tailor made logistical solutions as per customer's needs.

Achievements:

- Revamped the department & converted in into independent profit center.
- Developed quality manual and procedure for ISO certification.
- Major role in getting successful final assessment and subsequent periodical external surveillance audits by certifying body for Ocean Department in the company.
- Successfully developed LCL console boxes for Europe sector.
- Maintained excellent relationship with clients & shipping lines.
- Achieved organization's all time high volume numbers-350 FCLs/700 cbms LCL (Europe /USA Tradelane) in 2006.
- Project handled –Indian Army's logistical movement ex India to Africa.

### ACADEMIC QUALIFICATION

- Diploma in System Management  
(NIIT)-ORISSA- 1995,INDIA.
- Bachelor of Commerce (Hons) Degree,1995.  
SAMBALPUR UNIVERSITY-ORISSA STATE,INDIA.

### COMPUTER COURSES

Excellent knowledge of latest computer applications.

### PROFILE

Nationality : Indian  
 Religion : Islam  
 Date of Birth : 25<sup>th</sup> August 1972.  
 Languages Known : English, Urdu, Hindi.  
 Marital Status : Married (having 1 son).  
**Wife is Dental surgeon with HARKAN HOSPITAL /  
 UNAYZAH,AI Qassim.**

**Passport Details** : Issued in India.  
 : No: H4837671.

**AMAQA** (transferable) 2287762666:

**Driving License** : Having valid KSA Driving License.  
**Hobbies** : Enjoy meeting people and challenges, self motivation, dedication &