

UZAIR RAUF

Purchase Officer

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Highly motivated MBA graduate specializing in Supply Chain Management with 7+ months of experience in procurement. Proven ability to effectively manage procurement processes, negotiate favorable terms with suppliers, and maintain clear communication channels. Seeking to leverage strong management, negotiation, and communication skills to contribute to a dynamic supply chain environment.

Work Experience

Purchase Officer

Sep 2024 - Apr 2025

Fatima Group

- As a purchase officer at Fatima Group i am responsible for procuring high quality material, goods & services at competitive prices.
- Sourcing and selecting reliable suppliers
- Negotiate with supplier
- Managing purchase order and inventory
- Creating CST (Comparative statement)
- Procurement & supply chain management
- Negotiate & contract management
- Inventory management and control
- Communication & collaboration

Supply Chain Intern

Jun 2022 - Aug 2022

Pepsi - Shamim & Co. Pvt Limited | Multan

- Company Description
- Highlight your accomplishments, using numbers if possible.

Core Skills

Management, Oracle, Negotiate, Team Leader, Purchase

Education

National University of Modern Languages

Jan 2024 - June 2025

Master Supply Chain Management

National University of Modern Languages

Apr 2019 - Sep 2023

Bachelor of Business Administration Logistics Materials and Supply Chain Management

Languages

English (*fluent*), **Urdu** (*fluent*)