

Summary

Award winning (Remote) procurement manager with 10 years’ experience in global market supply chain, vendor selection, sourcing, purchasing, procurement, inventory, order processing, & negotiations.

Skill Highlights

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| * Creative thinker * Strong decision maker * Complex problem solver | * Good negotiatiator * Tech savvy * Excellent communicator |

Experience

**1) (Remote)Procurement Manager** -March-2020-Jun-2021

HPS Milton, Ontario, Canada (www.hexaprocurement.com)

* Supplier relationship management, order expeditions & shipping for procurement.
* Pricing and obtaining proposals from vendors for order placement.
* Negotiations for prices discounts and processing backlogs.
* Preparing comparative statement for price estimates.
* Developing new purchasing, sourcing strategies.
* Sourcing finding new vendors, vendor check & vendor registration process.
* Planning to manage inventory levels and meet customers need.
* Managing & Updating vendor database.

**2)Procurement Ops Specialist** Nov-2017 to March-2020

Zones Inc 1102, Auburn Washington (USA) (www.zones.com)

* Working with IT vendors for pricing and proposal receiving.
* Comparative statements preparation for order finalization.
* Negotiations and discounts approval for distributor orders.
* Planning to manage inventory levels and meet customers need.
* Material planning and fulfilling customer need.

**3) Procurement Specialist** April-2016-October 2017

MEL Isb Pak (www.mei.com.pk)

* International IT procurement management.
* BOQ finalization and submission of RFQ with vendor.
* Attending online sessions with suppliers & manufacturers.
* Deal creation and processing in line with manufacturer & distributor.

**4)Procurement Executive** Feb-2011 to March 2016

Emerging Systems ISB Pak(www.emesys.com.pk)

* Procurement of good & services from local & international market.
* Vendor selection & new vendor search for order processing.

**5) Procurement Officer** Jan-2010-Jan-2011

Mirakey distribution Limited (Nicosia Cyprus)

* International market supply chain management.
* Procurement, inventory, purchasing & order placement.

Salman Aslam Hijazi

Contact

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**Tools Used:**

* Ms Outlook
* Ms Excel
* Ms word
* Zoom
* Skype
* Slack
* Google work space
* Zapier
* Loom
* ERP

Education

MBA in **supply chain management** from NUML University Islamabad, Pakistan in year 2010.

Bachelor’s in **E-Commerce** from PU University Lahore Pakistan in year 2007.

Membership/Awards

* Member of Institute of Supply Management (ISM) (USA) enrolled in CPSM program.
* Member of Next Level Purchasing Association (NLPA) (USA).
* Won annual performance award consecutively for year 2018 & 2019, **spirit of the zones award** from Zones Inc, Auburn WA (USA) for best performance in global market procurement.
* Nominated by US based sales team for five star service awards, 20 nominees in 1 year for good pricing, material planning, in time shipping, bets discounts and order fulfillment.

Languages

English – Expert

Urdu – Expert

Punjabi – Expert