

**PROJECT MANAGEMENT – PRE-OPENING HOTELS
PURCHASING MANAGER – HOTELS &
RESTURANTS**

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To work in an organization where my strength and abilities are utilized to the maximum; I possess the experience, expertise, intellect, and demonstrated capabilities to be an asset to any organization, excellent interpersonal skills, and an ability to get along with people of all ranks. Organized Purchasing Manager with diligence, resourcefulness, and experience to expand and improve regional operations for multiple locations. Self-directed and proactive with solid program management abilities. I am accomplished in leveraging cross-channel marketing techniques and fresh approaches. Passionate advertising professional experienced in planning and delivering high-performing marketing campaigns. Networks proactively to build tactical business and media relationships. Reaches target audiences and achieves revenue goals through focused strategy and planning. Detail-orientated Purchasing Manager adept at making critical decisions, managing deadlines, and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, I am dedicated to company growth and improvements. Confidence on successfully increased monthly revenue using insightful marketing strategies and aggressive product development.

1. Shawamikh Events Managements - Dubai, UAE

June 01st, 2022 – January 31st, 2023

April 01st, 2024 – Till date

Title: Event Planning Coordinator / Purchasing Manager

Specific Duties and Responsibilities

- Managed purchases, receipts, & the documentation of finished goods, materials, packaging, & ingredients in day-to-day operations.
- Managed a team of 30 direct reports & introduced new incentives & recognition supplier programs.
- Overlook of contractors/vendors, located, established good relationships, General, Engineering, Food & Beverages orders.
- Progressed through various purchasing, warehousing, & leadership roles in new assignments on new opening projects.
- Expeditiously & effectively resolved to purchase claim issues and significant savings even within extremely tight budgets.
- Collected operations data & created spreadsheets, including purchase orders, comparison & fulfillment-related duties.
- Managed contract drafting, negotiation, and execution, Built a competitive bidding environment with a broad range of suppliers.
- Researched market trends, Negotiated & managed vendor contracts, & expedited the distribution of materials to locations.
- Applied practical marketing concepts to increase revenue to organized & prioritized projects.

2. Furnish Hospitality Managements - Dubai, UAE

February 01st, 2023 – February 29th 2024 Title: **Project Manager**

Red Sea Global – Hanak, Saudi Arabia

March 05th, 2023 – December 31st 2023

Title: Consultant Manager, Cost Commercial, and Procurement

Scope & General Purpose of Job

Responsible for managing & procuring all aspects of operational supplies & equipment for the pre-opening needs of the hospitality industry, especially hotels. He worked on pre-opening new hotel projects in Red Sea Global.

H14 - Six Senses Southern Dunes, H12 - Ritz Carlton, H11 - St. Regis, Desert Rocks. Sheybarah South & ATT.

Specific Duties and Responsibilities

- Managed client expectations with a professional, considered approach to the Pre-opening of the projects.
- Managed expenditures according to project budgets & prepared financial reports.
- Managed client expectations with a professional, considered approach to projects & documents in collaboration with stakeholders.
- I bring extremely well-developed client relationships & procurement skills on the initial scoping of a project & detailed contract pricing.
- Developed & monitored strategies to successfully deliver hotel projects.
- Conducted project handovers to guarantee snag-free completion.
- Built collaborative working relationships with project teams.
- Identified future capacity & capability needs for successful project planning.
- Oversaw operational aspects of projects to achieve budget targets.
- Reviewed performance against targets, appropriately identifying & managing risks & opportunities.
- Led & motivated the project team to meet and exceed project KPIs.
- Interpreted critical path & actual versus planned activities to identify adverse trends & take corrective action.
- Managed client expectations with a professional, considered project approach, reported project status & financial updates to stakeholders, & collected feedback.
- Utilized in-depth knowledge & understanding of client contracts to manage project delivery & outlined strategic risk avoidance & mitigation plans to keep projects aligned with objectives.
- Managed expenditures according to project budgets, prepared financial reports, & wrote strategic communication plans based on SOW for complete project compliance.
- Created robust implementation plans for cross-functional programs involving multi-disciplinary teams.
- Applied successful project management techniques to enable the delivery of projects over tenure & delivered presentations & briefings to senior teams, & incorporated changes into project workflows.

3. Gates Hospitality - Dubai, UAE

August 01st, 2021 – April 30th, 2022

Title: Purchasing Manager

Scope & General Purpose of Job

Responsible for managing & procuring all aspects of operational supplies & equipment for the pre-opening needs of the Six outlets in Expo 2020.

I worked on pre-opening OS&E items and day-to-day operations in the Expo 2020 Dubai Six outlets.

Specific Duties and Responsibilities

- Facilitated efficient purchasing and resource availability by monitoring & overseeing all company inventory.
- Assisted managers in planning, budgeting, & monitoring Six restaurant and staff accommodation + projects in eight months.
- Sourced new vendors for purchasing needs & located & vetted vendors, established good relationships, & negotiated contracts.

- Progressed through various purchasing, warehousing, & leadership roles.
- Exeditiously & effectively resolved to purchase claim issues.
- Led department meetings to build team cohesiveness & coordinate projects
- Applied practical marketing concepts to increase revenue.
- Assembled and prepared a new purchase order contract folder with all related documentation.
- Evaluated staff performance against expectations & monitored weekly, monthly, & quarterly achievement goals.
- Negotiated new and existing agreements or statements of work of the most significant complexity, including requests for information or proposal & reverse auction generation and facilitation.
- Designed pricing models for quotations, Sourced well-qualified candidates, & prepared professional presentations.

4. The Parker Company (Middle East) FZ LLC) Dubai, UAE

August 01st, 2016 – July 31st, 2021 Title: Assistant Project Manager

Scope & General Purpose of Job

Responsible for managing & procuring all aspects of operational supplies & equipment for the pre-opening needs of the hospitality industry, especially hotels. He worked on pre-opening hotel projects in the Middle East, Southeast Asia & Africa.

Specific Duties and Responsibilities

- Kept stakeholders & managers up to date on project processes, milestones, & results through regular reporting on hotel projects & closely monitored finances on Excel, ensuring expenditures stayed well within budgets.
- Completed all tasks as instructed by project managers in a timely, efficient, & proactive fashion.
- Managed & updated procurement schedules to monitor project progress effectively.
- Maintained excellent relationships with external services to obtain the best or discounted service prices; communicated effectively with clients, building positive, professional associations for enhanced customer loyalty.
- Inspired & motivated project teams across multiple sites to achieve quality results against project deadlines.
- Conducted general administrative duties, including preparing invoices, estimates, & purchase orders; aided accurate quantification & costing processes to deliver precise, reliable budget reporting & forecasting.
- Completed monthly Cost Value Reconciliation reports, allowing for accurate assessment against agreed project budgets.
- Completed all tasks as instructed by project managers in a timely, efficient, and proactive fashion.
- Used excellent organization and communication abilities to aid timely project delivery against program specifications.
- Provided support across procurement and commissioning activities to enhance department growth & success.
- Managed up to four projects simultaneously in high-pressure environments while maintaining outstanding quality & on-time submission.
- Closely monitored finances on Excel, ensuring expenditures stayed well within budgets & conducted general administrative duties, including receiving invoices, matching with the purchase orders & submitted them to the operator & client.
- Carried out diligent risk assessments, raising issues with senior project staff to eliminate risk and identify solutions.

5. Al Sahel Printing & Trading Abu Dhabi, UAE

August 01st, 2013 – July 31st, 2016 Title: Sales Manager / Accounts Assistant

Scope & General Purpose of Job

Responsible for all kinds of sales and Accounts functions, General Operation In charge. Confirm all supporting documents before processing payments according to auditing requirements and applicable laws and regulations. All prices are made before the due date.

Specific Duties and Responsibilities

- Managed purchases, receipts, & the documentation of finished goods, materials, packaging, & ingredients. Sourced new vendors for purchasing needs.
- Collected operations data & created spreadsheets detailing trends.
- Researched market trends & applied practical marketing concepts to increase revenue.
- Negotiated & managed vendor contracts & expedited the distribution of materials to locations.
- Assembled & prepared a new purchase order contract folder with all related documentation & designed professional presentations.
- Monthly payroll processing includes a review of bonus and payment calculations and compliance with applicable income tax laws.
- Supervised & backup the accounts payable to ensure all payments were made timely & applied correct general ledger accounts.

6. Rotana Group

May 01, 2011 – April 01, 2013, Villa, Rihab, and Rimal Rotana, Dubai, UAE

Title: Director of Materials

May 04, 2008 – April 30, 2011, Al Ain Rotana Hotel, Al Ain, UAE

Title: Materials Manager

December 11, 2006 – May 03, 2008, Beach Rotana Hotel, Abu Dhabi, UAE

Title: Assistant Materials Manager

Scope & General Purpose of Job

Responsible for the entire purchasing operation, all stored food and beverage issues, general engineering, and operating equipment. I am saving and negotiating with suppliers for previously purchased items, saving up to 300,000/- of total purchases last year, As the target is 200,000/- given. Get 20% saving on yearly contracts depending on hotel consumption.

Specific Duties and Responsibilities

- Explored & created new ways to resolve problems with processes, technology, or team members to improve efficiency.
- Trained & mentored employees to maximize team performance & customized customer experiences to build brand loyalty.
- Supervised work of employees to deliver work on schedule & Guided teams in product merchandising & inventory management.
- Optimized team training & staff development & collaborated with the staff to formulate budgets and improved department revenue, achieved service time & quality targets.
- Maintained clean, safe working environments to eliminate accident risks & developed an excellent working knowledge of industry trends & process improvements.
- Prepared orders to deliver an excellent presentation & quality standard, spoke to Vendors to resolve problems & answer questions.
- Produced high-volume orders to meet customer demand effectively.

7. Jumeirah Group Dubai, UAE

August 16, 2005 – November 30, 2006, Jumeirah, Dubai, UAE

September 01, 2004 – August 15, 2005, Wild Wadi, Dubai, UAE

February 01, 2000 – August 31, 2004, Jumeirah Beach Hotel, Dubai, UAE

Title: Officer - Supply - Chain & Logistics

Title: Purchasing Officer

Title: Purchasing Officer (Gen. & Tech. Purchases)

I am looking after the entire purchasing operation and handling the following properties under the umbrella of Jumeirah.

The Jumeirah Beach Hotel

Burj Al Arab

Jumeirah Emirates Tower

Emirates Academy of Hospitality Management

Wild Wadi

The Jumeirah Beach Club Resort & Spa

Jumeirah International

- Plan work with the team to achieve the department performance plan. Independently handle PRs in different sections & arrange quotes, attending the meeting with HOD.
- Preparation & giving training within departments to process the purchase request & maintain monthly department training records.
- Familiar with all activities involved in purchasing. Maintain the critical files & follow-ups, Draft letters & attend meetings with HOD.
- Assessed deadline dates against production team activities in the Hotels & completed tasks within reasonable timeframes.
- Sat in on meetings, hearings, & conferences to document activities within the department.
- Prepared contract drafts, purchase orders, & business correspondence for the team & helped staff, especially when they were on Vacation, up schedules & organizing resources.
- Oversaw a large team of clerical staff & set straightforward tasks & work objectives.
- Maintained clear, up-to-date purchasing documentation for reliable, comprehensive supply-chain records.
- Offered targeted procurement advice & policy support, aiding progress toward business improvement goals.
- Coached & mentored talented procurement teams, improving purchasing processes for continual departmental growth.
- Used exceptional persuasion & negotiation skills to build & retain valuable, cost-effective supplier contracts.
- Carefully managed team performance & resource levels, consistently achieving KPI targets. Executed events and trade shows.
- Sourced & assessed possible suppliers, identifying cost-reduction solutions to maximize profitability.
- Collated relevant data insights to aid supplier negotiations & deliver essential cost reductions across procurement.
- Researched market trends & conducted market research to determine appropriate pricing.

7. Sweihan Engineering A/C Contracting Co. Dubai, UAE

April 01st, 1997 – February 28, 2000

Title: Sales, Marketing & Purchasing Executive

- Coordinated events for marketing purposes, including open days, tours, product demonstrations, & exhibitions.
- Adapted marketing plans in response to data tracking efforts and developed and implemented effective holistic campaign strategies.
- Researched & analyzed market trends, pricing schedules & competitor offerings daily.
- Tracked all website traffic generated by email, social media & campaigns, developing reports from results to marketing Managers.
- Wrote & edited creative & technical content across various mediums. Produced creative content for websites, blogs & freebie materials.
- Promoted a cohesive approach to developing campaigns ensuring all products & services adhered to brand marketing guidelines.
- Utilised a detailed analysis of the market to develop new marketing strategies

KEY SKILLS

- Technology integration
- Interdisciplinary collaboration
- Supply sourcing
- HR and recruitment
- financial administration
- Negotiation
- Promotions planning skills.
- Recruitment and training

EDUCATIONAL QUALIFICATIONS

- 2006 – 2007 Executive MBA (SZABIST Knowledge Village-Dubai)
- 1992–1996 Bachelor of Science in Commerce (Karachi University, Pakistan)

PROFESSIONAL QUALIFICATION

- Adaco & Adaco Eclipse (America)
- Jumeirah Food & Beverage Material System
- FMC Oracle Hospitality Materials Control
- Microsoft Office Applications (MS Word, Excel, PowerPoint)
- Oracle Aconex
- Market Boomer (Australia)
- Rotana Food & Beverage Material System
- Llinks – Parker Company Miami
- SAP Ariba
- S4hana

PERSONAL DETAILS

Languages Known: Fluent in verbal & written English, Urdu, working knowledge of Arabic

Date of Birth: October 28th 1974.

Marital Status: Married

Nationality: Pakistani

License: Valid UAE Driving License

OVERALL PERSONALITY:

100% commitment towards my Duties and to be an asset for the Company's Success, well-oriented with a positive attitude, strong understanding of responsibility and self-motivation, capable of solving problems on the spot, and being a team player with proven leadership qualities, Creative, flexible, and practical work attitude, and capable of working under pressure.

REFERENCES: Reference will be furnished upon request.