



Shehreyar Khan

Procurement & Supply Chain and Accounts & Finance Professional

Nationality: Pakistani Date of birth: 19/11/2000 Gender: Male

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Location: Doha, Qatar

ABOUT ME

Motivated Accounting and Finance graduate, enthusiastic about building a career path to gain hands-on experience and contribute to organizational success. Proficient in IFS, Excel, QuickBooks and Word, with a focus on procurement, supply chain, freight forwarding, financial reporting and analysis. Detail-oriented and committed to maintaining high standards of accuracy in procurement processes.

WORK EXPERIENCE

Sr. Procurement Officer

[August 22 - June25]

Sela-PASS (Jeddah, KSA)

Identify reliable vendors and suppliers and establish and maintain strong relationships and negotiate favorable terms and resolve any issues or disputes that may arise. Evaluate vendor performance, including quality, pricing, and delivery time, and make recommendations to the supervisor when updating the vendor list, also leading and managing the freight operations.

Procurement Specialist

[Jan 20 - July 22]

ABS Developers (Lahore, PAK)

Leading the procurement team in the real estate development company that is specialized in high rise buildings. Overseeing the sourcing and purchasing of goods and services, ensuring quality and cost-efficiency. Developed procurement strategies, managed vendor relationships, and optimized supply chain operations.

Courses

Project Management Foundations: Procurement

Fundamentals of Sustainable Supply Chain

EDUCATION

ACMA (Advanced Cost and Management Accounting)

Institute of Cost and Management Accounting [2023- Present]

BS Accounting & Finance

Comsats University Islamabad, Lahore Campus [2019 - 2023]

DIGITAL SKILLS

IFS Proficiency, Spreadsheet Proficiency / Microsoft (Excel, PowerPoint, Word) / QuickBooks /
Financial Analysis / Digital Communication Skills / Data Analytics
