

# SHEHROZ KALEEM

Procurement Specialist

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## EXECUTIVE SUMMARY

A results-driven Procurement Specialist with 9+ years of multi-industry experience directing high-cap sourcing operations, complex EPC contract management and ERP stabilisation across mega-scale construction and infrastructure sectors. Proven track record of liquidating multi-year SAP backlogs, eliminating commercial cost leakages and engineering secure supply corridors in high-risk zones. Expert in aligning brick-and-mortar commercial operations with enterprise digital frameworks; currently leveraging deep procurement expertise to train, audit and condition next-generation AI enabled supply chain automation systems.

## CORE COMPETENCIES

- Strategic Sourcing & Commercial Execution: Heavy Construction Logistics, Bulk Materials (Steel, Cement, Aggregates), Site Infrastructure, Industrial Water Treatment Plants, IT Infrastructure.
- Contracts, Risk & Compliance: EPC Contract Administration, Multi-party SLA Drafting, International Commercial Terms (Incoterms), Pakistan Sales Tax Regime, FIPP Act Compliance.
- Systems & Automation: SAP Business One, SAP Ariba, FrontAccounting, Workflow Re-engineering, Chart of Accounts (CoA) Localisation.
- AI Engineering & Alignment: Large Language Model (LLM) Conditioning, Reinforcement Learning from Human Feedback (RLHF), Procurement Automation Auditing.

## PROFESSIONAL EXPERIENCE

Procurement Specialist

*Micro1 Inc. | Palo Alto, CA (Remote) | May 2025 – Present*

- Enterprise-Grade AI Architecture: Translate 9+ years of brick-and-mortar multi-industry procurement expertise into machine intelligence, acting as the subject matter expert for conditioning LLMs to handle complex supply chain functions.
- Simulation Training: Design, evaluate and train AI models on adversarial negotiation scenarios, dynamic supplier risk assessment models and multi-tier international sourcing analytics.
- Risk & Contract Conditioning: Audit automated contract-generation pipelines, improving model accuracy in identifying structural compliance issues, hidden liabilities and pricing anomalies.

Senior Procurement Executive

*Chinoy Engineering & Construction (Pvt.) Ltd. | Lahore | Aug 2024 – May 2025*

- Mega-Project Sourcing: Spearheaded the end-to-end project procurement lifecycle for the Reko Diq Mining Company (Barrick) camp site in Chagai, Balochistan.
- Regulatory & Compliance Enforcement: Implemented strict commercial compliance protocols under the FIPP Act and sales tax frameworks to secure zero-rated purchasing status on mega-assets.
- Capital Infrastructure Execution: Managed high-capital vendor engagements, including the successful technical sourcing, vendor validation and delivery oversight of a specialised Brackish Water Reverse Osmosis Plant for the project site.
- ERP Deployment: Acted as the core operational stakeholder during an enterprise-wide transition to SAP Business One.

Assistant Manager Purchase

*Shahid Builders (Pvt.) Ltd. | Lahore | Nov 2023 – Jun 2024*

- High-Stakes Defence Projects: Led dedicated procurement squad executing concurrent supply operations for critical, high-stakes defence and civil infrastructure projects, including WASO Mianwali, CMH Lahore, Naval Tower Islamabad and Gwadar Cantt.
- Systemic Recovery Operations: Led overhaul of company's failing ERP architecture; eliminated a two-year SAP procurement backlog, restoring real-time KPI accuracy and transparent management reporting.
- SLA Enforcement: Renegotiated delayed vendor contracts, reducing lead times for critical materials by 18% through strict SLA restructuring.

## Senior Procurement Executive

*Al-Jalil Developers | Lahore | Jun 2021 – Nov 2023*

- Township Scale Supply Infrastructure: Promoted to the senior tier to lead the end-to-end supply chains for multi-billion rupee master-planned township developments in Lahore region.
- Aggressive Cost Optimisation: Engineered a vendor rationalisation program that yielded PKR 23.6 Million in audited cost savings via strategic bulk price locks on heavy machinery, bulk construction materials.
- Backlog Elimination: Maintained a peak operational standard, permanently compressing the purchase requisition (PR-to-PO) pipeline backlog to under 2%.

## Technical Purchaser

*The Knights (Pvt.) Ltd. | Islamabad | Oct 2020 – Dec 2020*

- Corporate Supply Restructuring: Managed purchasing operations for corporate infrastructure, IT hardware assets, and corporate service agreements.
- Process Engineering: Built a transparent, centralised vendor-evaluation framework that eliminated rogue spending and increased invoice matching accuracy to 99.4%.
- Lean Procurement: Reduced IT operating costs by 30% and capital costs by 25% through strategic procurement and asset recovery initiatives.

## Procurement Officer

*Haq's International | Chakwal | Oct 2015 – Aug 2020*

- Category Procurement: Led 9,000+ items category portfolio, managed full spectrum S2P process.
- Tax Compliance Architecture: Successfully configured local business workflows to align seamlessly with the evolving Pakistan Sales Tax regime, avoiding regulatory penalties during major fiscal updates.

## EDUCATION

Bachelor of Business Administration (BBA)

 Virtual University of Pakistan, Lahore

Core Focus: Business Administration, Operations Management and Financial Accounting.