

CURRICULUM VITAE

SYED KHAJA

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CAREER SUMMARY:

My career span of **9** plus years in the Supply Chain and Logistics operations in different capacities make me ideal for competitive and higher challenging level operations.

KEY COMPETENCIES

Purchasing, Inventory, Sales, Budgeting, Marketing, Reporting, Constant follow ups, Decision making, Logistics, Estimations, Customer satisfaction, Vendor management, Brand Management, Punctuality, enthusiasm, Resource planning, Organized, Interpersonal skills, Negotiation.

PROFESSIONAL EXPERIENCE

ABDULLA FOUAD COMPANY (Medical Supplies Division) Riyadh, Saudi Arabia (Oct 2021 to Present)

Abdulla Fouad Company is a dynamic & diversified business group. Its business units, servicing oil & gas, energy, healthcare, IT & construction and many more. Worked as a **Sr. Inventory Control Officer and QMR** covering the following responsibilities:

- Performing quality checks on stored inventory.
- Monitor and maintain current inventory levels.
- Maintain updated and accurate records of inventory, including transfers and cycle counts.
- Maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Performing the last movement cycle counts of inventory daily to track and maintain accuracy.
- Performing location wise cycle counts of inventory daily.
- Implementation and maintaining certification of ISO 9001: 2015 for QMS and ISO 13485: 2016 for medical supplies.
- Supervises the administrator and record keeper on area specific HSE audits, inspections, reports, certifications, permits, etc.
- Conducting HSE audits and inspections.
- Conducting Facility inspections on a weekly basis.
- Documenting quality assurance activities and creating audit reports.

ABDULLA FOUAD COMPANY (Logistics Division), Dammam, Saudi Arabia (May 2016 to Sep 2021)
worked as a **Procurement Officer** covering the following responsibilities:

- Prepared RFQ's and forwarded to relevant suppliers/ Agents to obtain quotation.
- Communicated and corresponded with vendors for price, lead time, terms, payments.
- Placed orders, Follow-up Closely with suppliers.
- Corresponded with the suppliers and clients (project teams) to establish the best purchasing method and the best payment terms.
- Worked across multiple departments, especially project teams, marketing, sales, and accounting.
- Successfully negotiate, use fair market value and historical records of orders to convert procurement agreements with suppliers.
- Forecasting, planning, and detailed examination of purchasing situations.
- Monitoring supply markets and trends (e.g., material price increase, shortages, changes in suppliers).
- Discover profitable suppliers and initiate business and organization partnerships.

EDUCATIONAL CREDENTIALS

- **Master of Business Administration (MBA)** in Finance & Marketing from JNTUH University, India.
- **Bachelor of commerce (B.COM)** in Computer Application from Kakatiya University
- **High School (Inter/Plus 2)** in Commerce, Civics & Economics from Board of Intermediate
- **Secondary School (SSC)** in Math's, Science & Social Studies
- **Internal Auditor (QMS ISO 9001:2015 & QMS ISO 13485:2016)**

IT Skills

- Windows, Microsoft Office, Oracle (QAD ERP application), SAP MM, WM and Internet Applications.

LANGUAGES

- English: Fluent in spoken & written.
- Urdu: Native language.

HIGHLIGHTS

- Self-motivation and ability to take the initiative
- Highly organized, ambitious and hard working.
- Team players possess great communication, listening and quick learners.
- Ability to work independently and in a team, to meet deadlines.
- Punctual, loyal and energetic with a lively personality.
- Highly dedicated to assigned work.
- Strong customer service skills (Developed through E-commerce experience)

CURRENT ADDRESS AND PERSONAL DETAILS:

- **Riyadh** – KSA
- **Date of Birth:** 17TH MARCH 1990
- **Marital Status:** Married
- **References:** Available on Request
- **Iqama Status:** Transferable
- **Iqama Profession:** Procurement Executive
- **Valid Driving License:** Saudi Arabia

DECLARATION:

I hereby declare that all the information provided by me is true to the best of my knowledge.

(SYED KHAJA)

SGS

Certificate
KWD/KSA/113/22

Syed Khaja



has completed the

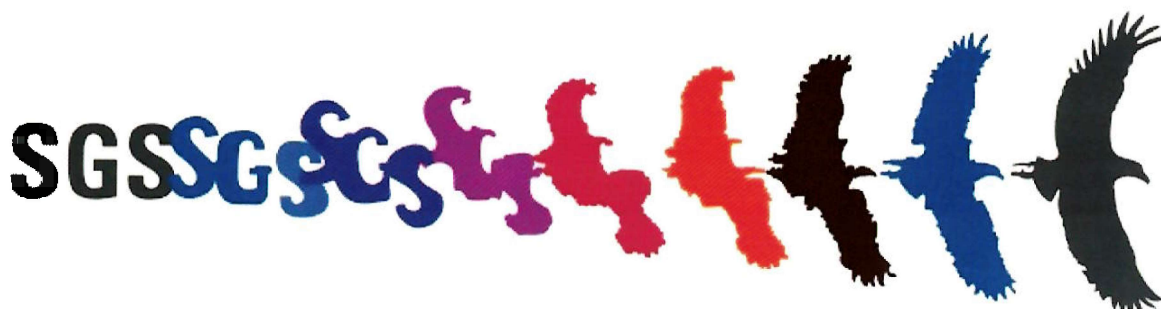
ISO 13485:2016 Awareness & Internal Auditor Training

Held at
Abdulla Fouad For Medical Supplies & Services Company, Dammam, Saudi Arabia
On the
6-8 March 2022

Iqbal Ahmed Khan
Business Manager

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عبدالله فؤاد
ABDULLA FOUAD
سنة 1948 SINCE

Certificate of Training

Abdulla Fouad Holding Company

Presented to

Mr. Syed Khaja

For diligently attending a training program on “ISO 9001:2015”
held in Abdulla Fouad Head Office on 11th & 12th of February, 2018

Dalal Al-Dossary
Group HR Manager

