



## Contact

+966 533968344  
mohammedabdullah0699@gmail.com  
Riyadh, Saudi Arabia

## Skills

- PO Management
- Negotiation
- Vendor Relationship
- Inventory Control
- Supply Chain
- Quality Inspection
- Audit / Recon.
- Time Management
- Problem Solving
- Critical Thinking
- Leadership
- Team Player
- Documentation
- Logistics

## Technical & Tools skills

- MICROSOFT DYNAMICS 365 (ERP)
- MICROSOFT DYNAMICS AX (ERP)
- MS EXCEL (OFFICE)
- SAP

## Education Qualification

**Master of Business Administration - Finance**  
Bharathidasan University, Trichy 2020 - 2022  
India

**Bachelor Of Commerce - Accounts**  
Jamal Mohamed College, Trichy 2017 - 2020  
India

## Personal Details

Date of Birth : 06/10/1999  
Nationality : Indian  
Passport No : W4565249  
Marital Status : Single  
Driving License: Indian License

## Language Known

- TAMIL - Native
- ENGLISH - Professional
- HINDI - Conversational

# Mohammed Abdullah A

## PROCUREMENT and LOGISTICS EXECUTIVE

### Professional Summary

Procurement Specialist with **3+ years** of hands-on experience in the **end-to-end procurement cycle**, supplier sourcing, logistics, and supply chain management. Adept at **handling RFQs, purchase order (PO) processing, invoice matching, and accounts payable**. Proven expertise in domestic and international shipping following **Incoterms (EXW, FOB, CIF, C&F)**. Proficient in **Microsoft Dynamics 365 ERP, SABER systems (CoC, PCoC, SFDA), and Microsoft Excel**. Experienced in **Inventory and Inspection compliance** with the suppliers. Committed to cost optimization, timely deliveries, and process efficiency

### Experience



#### Procurement Executive

Sana for Electrical and Telephone Co., Ltd.

Riyadh, Saudi Arabia

01/2023-Present

- Generated Purchase Orders** based on historical data, demand forecasting, and Market trend Analysis with ensuring on-time delivery.
- Managed end-to-end procurement cycle**, including Purchase Requisition (**PR**), **RFQ**, vendor selection, and contract management for local and International suppliers.
- Handled **Cost Negotiations**, achieved procurement cost reduction, and secured value-added services through strategic supplier engagement and **vendor relationship** management.
- Coordinated with approved **Certification Bodies (Intertek, SGS, TUV, etc.)** to obtain import certificates such as **COC, PCOC, SABER, and SFDA**, ensuring full compliance with Saudi customs regulations.
- Handling **international logistics, tracking shipments**, and coordinating transportation to ensure compliance and **meet delivery timelines**.
- Approach the freight forwarders for container bookings based on the **Incoterms (EXW, FOB, C&F, CIF, etc.)** and prepare the documents for **custom clearance** for both **FCL and LCL** shipments.
- Accounts Payable functions**: Generated vendor payments based on the agreement (advance/post-shipment), performed invoice processing, and Maintained payment schedules in line with credit terms.
- Performed vendor account reconciliation, maintained accurate accounts ledger, and ensured compliance with internal controls and financial reporting standards.
- Coordinated with the finance department for monthly closing, expense allocation, and **general ledger (GL) reconciliation**.
- Conducted monthly vendor audit, prepared **audit reports**, and ensured compliance with financial policies and procurement best practice.
- Maintained **procurement documentation**, including purchase orders, commercial invoices, packing list, and supplier records, **organized by** region, vendor, and product line **for the future reference**.
- Conducted **inventory reconciliation**, collaborated with suppliers to resolve supply discrepancies, and calculate the original cost for the received Goods and fix the selling Price in the ERP. (**Costing & Pricing**)
- Monitored product **costing, analyzed spend analysis**, and sales performance reports to optimize procurement planning and inventory turnover.



#### Back Office Accountant

TalentPro India Hr Private Ltd.

Tamil Nadu, India

06/2022 - 12/2022

- Handling **day to day Journal Entries**, Accounts Payable, and Receivables.
- Doing Auditing works for US Clients based on their Insurance premium calculating benefits and deductions.
- Weekly and Monthly **Bank Reconciliation**.