



Rahmath Mohammed Rasees

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PERSONAL PROFILE

A highly professional supply chain and procurement specialist , with excellent business acumen. Highly motivated and hardworking personal, able to meet deadlines and complete tasks in timely fashion. Excellent communication skills and vendor management expertise in various product lines including Hospitality, Retail and Consumer Goods. Able to manage and coordinate with suppliers to fulfil operations requirements in critical situations with short deadlines. Equipped with necessary skills and processes understanding require to manage item master files.

EXPERTISE, KEY SKILLS & COMPETENCIES

- Master data management and maintenance in ERP
- Nominated key user for testing and validating in ERP Systems of
A) Navision Dynamics 365 b) Odoo, c) Daftra d) Oracle Cloud
(Supply Chain Module)
- Proficiency in the use of Microsoft , Word, Excel, PowerPoint,
- Order management and supplier relationship local and international
- Contracts management and negotiations
- Product listings & market research
- Alternate and substitute products or supplier knowledge
- Understanding of legal / regulatory governance, risk management, controls and compliance requirements.
- Strong stakeholder and supplier management skills with the ability to communicate well with clients and management.
- Ability to create and manage scheduled reports and analysis
- Supply Chain administrative other income savings and importations clearance
- Helping the manager on all the Divisional administrative works

CAREER & ACHIEVEMENTS TO DATE

Procurement Specialist in (Retail supermarkets'- Chili's & Fuddruckers restaurants' Catering Projects) Of Arabian Food Supplies 2010–Present

KEY RESPONSIBILITIES & ACHIEVEMENTS

- Compare prices amongst various vendors in order to make sound purchasing decisions
- Register the items in the system based on the barcode and the information
- Work within a given budget to purchase goods and services for an organization
- Ensure that products are delivered in a timely manner, and that the quality of the goods received is satisfactory
- Negotiate with contractors on price, mode of shipping, and delivery time
- Order goods such as office supplies on a continuing basis in order to maintain certain inventory levels
- Check invoices for accuracy, and authorizes the accounts payable department to issue payment
- Evaluate the performance of certain vendors in order to continue buying from them or not
- Inventory items in order to determine which ones need to be purchased
- Enter data concerning inventory and order amounts into a computer database
- Making other income savings and rebates monthly and quarterly
- Ordering and coordination of the international purchase via sea and air
- international purchase documentations and clearance with the agents
- all the administrative work of a division like making timesheets and consolidation all incomes planning the vacations
- filling all the agreements and international clearance in according to identify them for next year

Material Supplies Supervisor (Aramco Project) – Arabian Food Supplies

2006–2009

KEY RESPONSIBILITIES & ACHIEVEMENTS

- Held responsibility of managing the material required by Aramco from Arabian Food Supplies
- Dealt with various vendors in order to provide the best quality materials in the market
- Arranged meetings with external and internal teams to manage supply and demand
- Scheduled warehouse visits to maintain the quality control and availability of materials
- Maintained purchase histories and evaluate vendor performance on regular basis
- Maintained and negotiated supplier contracts and prices

KEY RESPONSIBILITIES & ACHIEVEMENTS

- Maintained receipts, records, and withdrawals of the stockroom
 - Received, unloaded, and shelved supplies
 - Performed other stock-related duties, including returning, packing, pricing, and labeling supplies
 - Inspected deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
 - Rotated stock and coordinate the disposal of surpluses
 - Ensured adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
 - Coordinated the handling of freight, the movement of equipment, and necessary minor repairs
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EDUCATION AND QUALIFICATIONS

University of Colombo

September 1999

- Bachelor's of Business Administration in Marketing

References available upon request.