



Yaseen Makhbul Shaikh

Residence permit: 2517116691 **Work permit:** Saudi Arabian **Nationality:** Indian

Date of birth: 25/03/1998 **Place of birth:** Karnataka, India **Gender:** Male

Phone number: (+966) 570253100

Email address: Yaseenshaikh.chandavar@gmail.com

LinkedIn: <https://www.linkedin.com/in/yaseen-shaikh-808a75152?>

Home: Al Khobar Al Janubiyah Dist Floor No:01, 34217 Al Khobar (Saudi Arabia)

ABOUT ME

To secure a Challenging Technical and Purchasing Position in a Reputable Organization to expand my learnings. Knowledge and Skills and I seek Challenging opportunities where I can fully use my skills for the success of the organization.

WORK EXPERIENCE

Procurement Engineer

Prisma Metal Industry LLC [05/06/2023 – Current]

City: Dammam | **Country:** Saudi Arabia

- Assisting with the daily activities of the procurement department.
- Planning for the purchase of equipment, services and supplies.
- Monitoring and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, evaluating and approving products and services.
- Preparing Saber Certificates for International Purchase and follow up for delivery and custom clearance.
- Managing inventories and maintaining accurate records.
- Ensure that the products and supplies meet quality standards.
- Work with team members to complete duties as needed and maintain and update a list of suppliers.
- Negotiating contracts, Researching and evaluating
- Preparing budgets, cost analyses and reports.

Procurement Officer

Al Barrak Industrial Group [08/12/2019 – 10/05/2023]

City: Riyadh | **Country:** Saudi Arabia

- Monitoring and enforcing the company's procurement policies and procedures.
- Create and maintain relationships with vendors/suppliers.
- Estimate and establish budgets for purchases.
- Make professional decisions in a fast-paced environment.
- Ensure that the products and supplies meet quality standards.
- Negotiating contracts, Researching and evaluating
- Preparing budgets, cost analyses and reports.
- Work with team members to complete duties as needed and maintain and update a list of suppliers.

Quality Control Inspector

Rosenberger Electronics Co. Pvt Ltd [20/08/2017 – 16/10/2019]

City: Goa | **Country:** India

- Perform regular quality assessments on all incoming materials from vendors and outgoing products for shipping.
- Reject all products and materials that fail to meet quality expectations.
- Read blueprints, plans, and specifications to understand the requirements of products and services.
- Recommend improvements to the production process to ensure quality control.
- Document inspection outcomes by completing detailed reports and performance records.

- Guiding the production team about quality control concerns to improve product excellence.
- Supervise the production process. Resolve quality-related issues in a timely manner.

EDUCATION AND TRAINING

Electronics and Communication Engg

Shree Vidyadhiraj Polytechnic Kumta, Karnataka, India, [01/06/2014 – 20/05/2017]

City: Bangalore | **Country:** India | **Website:** www.svpkumta.in | **Level in EQF:** EQF level 1

Secondary School Leaving Certificate (SSLC)

GHS Mallapur [01/06/2011 – 16/04/2014]

City: Uttar Kannada, Karnataka | **Country:** India | **Website:** <https://guruprasadhighschool.in/> | **Level in EQF:** EQF level 1

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s): English, Arabic, Hindi, Kannada & Malayalam

DIGITAL SKILLS

Enterprise-Resource-Planning-Software (ERP) / Microsoft Office (Outlook, Excel, Word, PowerPoint) / Video Conferencing (Zoom, Teams, Skype, Webex) – Advanced / Basic knowledge in Design and photo/video editing.

PERSONAL DETAIL

Iqama Status : Valid (Transferable)

Driving License : Available

Passport : R6031648

PROJECTS

- Al Moosa Hospital (Al Hasa, Saudi Arabia)
- King Fahad Causeway Bahrain (KFCB)
- Al Ula Social Rehabilitation Center. (Saudi Arabia)
- Riyadh Avenue Mall (Riyadh, KSA)
- Al Rashid Mall Renovation and Extension (Al Khobar, KSA)
- King Abdullah Financial District (KAJD) Riyadh, KSA
- Aramco Schools & Space Frame projects.

DECLARATION

I hereby declare that the above information is correct up to my knowledge and bear the responsibility for the correctness of the above-mentioned particulars.