

MUHAMMAD ARIF

(PURCHASING COORDINATOR)

Mobile: (+966 55 431 7740)

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Address: JEDDAH, KSA



➤ PROFILE SUMMARY:

Result-driven Purchasing Coordinator with 5+ years of experience in managing procurement processes, Ensuring timely delivery of goods and services while maintaining cost-effectiveness. Proven track record of building strong supplier relationships and negotiation favorable terms. Possesses in depth knowledge of Saudi market trends and foreign regulation, with a strong ability to drive business growth and improve efficiency in a dynamic environment.

➤ QUALIFICATION:

- Matric (SSC) from Board OF BISE (PESHAWAR).
- FSc (HSSC) from Board OF BISE (PESHAWAR).
- BACHELOR OF ARTS (BA) from University OF PESHAWAR
- MASTER IN POLITICIAL SCIENCE (M.A) from University OF PESHAWAR
- DIPLOMA IN INFORMATION TECHNOLOGY (DIT) from Technical Board of PESHAWAR
- NEBOSH (NATIONAL EXAMINATION BOARD OF OCCUPATIONAL SAFETY AND HEALTH)

➤ Computer skills:

- AXAPTA (AX)
- ORACLE FUSION (ERP)
- MS Office (MS word, Excel)
- Internet Browsing
- Emailing

➤ **EMPLPYMENT Experience:**

I having more than 5 years' Experience as a Purchasing Coordinator in several organizations.

➤ **PURCHASING COORDINATOR:**

- Period: 2020-2024
- Company: GATE OF FOROSYA (KEY ARABIA)
- Location: OLAYA

➤ **PURCHASING COORDINATOR:**

- Period: 2024 STILL WORKING
- Company: NAPCO NATIONAL KSA
- Location: INDUSTRIAL AREA

➤ **RESPONSIBILITIES:**

- **Procurement Planning:** Created and managed procurement plans to ensure timely delivery of goods and services, aligning with business objectives.
 - RFQ/RFP Development:** Developed and issued Requests for Quotation (RFQs) and Requests for Proposal (RFPs) to solicit bids from suppliers, ensuring compliance with company policies and procedures.
 - Supplier Communication:** Effectively communicated with suppliers to negotiate prices, terms, and conditions, ensuring best value for the company.
 - Quotation Management:** Collected, reviewed, and compared quotations from multiple suppliers, evaluating prices, quality, and delivery terms to make informed purchasing decisions.
 - Purchase Order Management:** Created, reviewed, and released purchase orders (POs) manually, ensuring accuracy and compliance with company policies.

PO Amendment: Amended POs as necessary, ensuring changes were properly documented and approved.

Purpose and Scope Definition: Defined the purpose and scope of POs, ensuring clarity and alignment with business needs.

Shipment Coordination: Arranged pickups for foreign shipments, negotiating with freight forwarders to secure the best prices and services.

Saber Certificate Management: Obtained Saber certificates for sea shipments, ensuring compliance with Saudi Arabian regulations and facilitating smooth customs clearance.

Shipment Tracking: Traced shipments with freight forwarders, monitoring delivery status and resolving any issues that arose during transit.

International Supplier Communication: Communicated effectively with foreign suppliers, negotiating prices, terms, and conditions, and ensuring compliance with company policies and procedures.

Invoice Management: Obtained invoices with correct HS codes for customs clearance, ensuring compliance with regulatory requirements.

Supplier Relationship Management: Built and maintained strong relationships with suppliers, ensuring timely delivery of goods and services and resolving any issues that arose.

Cost Savings: Identified opportunities for cost savings and implemented strategies to reduce procurement costs, improving business efficiency and profitability.

Compliance: Ensured compliance with company policies, procedures, and regulatory requirements, maintaining accurate records and documentation.

Data Analysis: Analyzed procurement data, identifying trends and opportunities for improvement, and making informed purchasing decisions.

➤ **Languages:**

☐ English, Urdu, Hindi, ARABIC

➤ **Profile:**

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- ☐ Full Name: MUHAMMAD ARIF
 - ☐ Religion: Islam
 - ☐ Iqama/Visa Status: Valid & Transferable

➤ **Reference:**

Will be provided on demand.

➤ DECLARATION;

Here I am declaring that the above statements are true and correct as my side with proof and evidenc

Roll No. 129455

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Sr No. 60974

Board of Intermediate and Secondary Education
Peshawar Khyber Pakhtunkhwa
Pakistan

Revised



Secondary School Certificate Examination

(Science Group)

SESSION 2013- ANNUAL

This is to Certify that Muhammad Arif
Son of Mir Wali Khan
and a student of Hira Public School Shabqadar Charsadda
has passed the Secondary School Certificate Examination of the Board of Intermediate and
Secondary Education, Peshawar held in March, 2013 as a Regular candidate.
He obtained 792 Marks out of 1050 and has been placed in Grade A
Representing Excellent The Candidate passed in the following subjects:

- | | |
|---------------------|---------------------|
| 1. English | 2. Urdu |
| 3. Islamiyat (Comp) | 4. Pakistan Studies |
| 5. Maths | 6. Physics |
| 7. Chemistry | 8. Biology |

Date of birth according to admission form 02 April, 1997

Issued in Lieu of OC # 41243 (A-2013)

Asstt. Secretary

Secretary

This certificate is issued without alteration or erasure.

Roll No. 72710

Serial No. 349295

Board of Intermediate and Secondary Education
Peshawar
Khyber Pakhtunkhwa Pakistan

REVISED



Higher Secondary School Certificate Examination

(PRE-MEDICAL GROUP)

SESSION ANNUAL 2015

Certified that

Mohammad Arif

Son of

Mir Wali Khan

Student of

Govt Higher Secondary School Ghallanai Mohmand

Passed the Intermediate Examination of the Board of Intermediate & Secondary Education

Peshawar, held in April, 2015 as a Regular student. He obtained 653 marks

Out of 1100 and has been placed in Grade C representing Good

Registered No. 0065-B/GCSKF-2013

Issued in lieu of OC # 26274 (Annual 2015)



Asstt. Secretary

Print Date & Time : 09-Aug-2023 09:08:09

This certificate is issued without alteration or erasure.

Secretary

S. No. 1674



Roll No 113464



**Khyber Pakhtunkhwa Board of Technical & Commerce Education
Peshawar Pakistan**

DIPLOMA IN INFORMATION TECHNOLOGY

Session 2nd Term 2021

This is to certify that

Mr/Miss, MUHAMMAD ARIF

Son/Daughter of MIR WALI KHAN

Registration No. CITS/CH/DITR/1st-20/M-66602

of CHARSADDA INSTITUTE OF TECHNOLOGY SHABQADAR CAMPUS CHARSADDA

has satisfactorily completed the one year duration Information Technology course titled "Diploma in Information Technology" and passed the Examination held by the Khyber Pakhtunkhwa Board of Technical and Commerce Education, Peshawar, in the month of September 2021

He/She secured 1169 Marks out of 1400 and has been placed in
Grade A*

In recognition thereof, this Diploma In Information Technology is awarded to him/her at Peshawar,

on the 29Th day of July 2022


ASSISTANT SECRETARY


SECRETARY

This Diploma is issued without any alteration or eraser

Printed by: Wajid Hussain



University of Peshawar Pakistan

This certifies that

Mohammad Arif son of **Mir Wali Khan**

having fulfilled all the requirements is hereby admitted to the degree of

Bachelor of Arts

and is entitled to all the rights, honours and privileges thereunto appertaining.

Given this 27th day of September, 2018.



Roll No: 46157

Session: Annual 2018

Reg. No: 2016-LM-689



222327


Registrar

Vice Chancellor



University of Peshawar Pakistan

This certifies that

Mohammad Arif son of Mir Wali Khan

having fulfilled all the requirements is hereby admitted to the degree of

Master of Arts in Political Science

and is entitled to all the rights, honours and privileges thereunto appertaining.

Given this 19th day of April, 2022.



Roll No: 26202

Session: Annual 2020

Reg. No: 2016-LM-689



222304


Registrar

Vice Chancellor