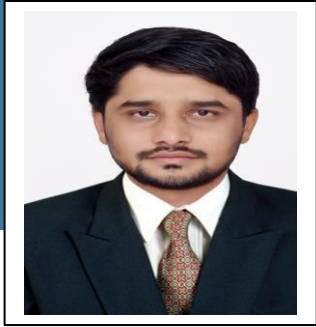




MOHAMMED SHAHBAZ

Procurement Officer

Al Khobar, KSA

Email Id: mdshahbaz902@gmail.com

M No: +966 531257822

OBJECTIVE

To work in challenging atmosphere by exhibiting my skills with utmost sincerity and dedication and accelerating with smart work for the growth of the esteemed organization with mine.

Job Profile

Procurement Officer

1. Contemporary Structures Company, AL Khobar, KSA.

From: Aug 2024 – Present.

Responsibilities:

- Review requisition orders, in order to verify accuracy, terminology, and specifications
- Analysis technical data, MTO, drawings & specifications to float RFQ and collect quotations for all mechanical, electrical, civil items required for the project.
- Regular follow up with the supplier to negotiate prices.
- Coordinate with Site/Engineers for technical clarifications prior to issuing Purchase Order.
- Responsible for timely order placement.
- Prepare the Purchase Orders or Work Orders for the approved supplier and send copies to suppliers and to departments originating requests.
- Expedite with vendor to ensure on time deliveries.
- Respond to supplier inquiries about order status, changes, or cancellations.
- Act as a liaison between suppliers and involved departments to resolve procurement related problems.
- Prepare, maintain, and review purchasing files, reports, and price lists.

2. Azmeel Contracting Co, Al Jubail, KSA.

From: March 2021 – July 2024.

Responsibilities:

- Coordinate procurement operations for constructions, ensuring timely delivery and quality compliance.
- Develop and maintain relationships with suppliers to negotiate favorable terms.
- Implement procurement strategies that resulted in a cost savings for the company.
- Monitor inventory levels and coordinate with warehouse and logistics teams.
- Ensure all purchases comply with company policy and relevant regulations.

3. Khans Construction Engineering Consultants & Contractors, Mumbai, India.

From: August 2020 to Jan 2021

Responsibilities:

- Responsible for order placement Timing, supply / Demand alignment, material replenishment and supplier performance.
- Continue sly monitoring, evaluating, and improving supplier performance.
- Sourcing the most affordable and best quality materials.
- Projecting Stock levels.
- Following up with Delivery of products to ensure they are on time.
- Ensuring the adequate supply of all required materials, components, and equipment.
- Regular follow up with the supplier to renegotiate prices.
- Keeping all supplier programs current and accurate.
- Supported senior procurement officers in supplier sourcing and price analysis.
- Processed invoices and resolved delivery issues with vendors.

Education Qualification

- **Bachelor of Commerce (B. Com)** from Gulbarga University, Gulbarga, India.

Personal competencies:

- Strategic Sourcing & Purchasing.
- Vendor Negotiation & Management.
- Leadership and influencing skills.
- Cost Control & Budgeting
- Inventory & Supply Chain Management
- ERP/Procurement Software (e.g., SAP, Oracle, Coupa)
- Communication and interpersonal relations.

Computer Skills

MS Office, Basic Networking

Languages

English, Hindi, Urdu, Arabic

Personal Profile

Date of birth	: 09 June 1996
Iqama	: Transferrable
Nationality	: Indian
Marital Status	: Single
Driving License	: Valid KSA Driving License