



# MIRZA AZEEM BEG

## Procurement Officer

Detail-oriented and resourceful **Procurement & Purchase Executive** with over **4+ years of experience** in sourcing, vendor negotiation, inventory control, and cost optimization within the heavy machinery and equipment sector. Adept at aligning procurement strategies with business goals, maintaining supplier relationships, and ensuring timely delivery of materials and equipment. Strong interpersonal and organizational skills with expertise in budgeting, contract management, and documentation. Open to global opportunities in supply chain or purchase functions.

📞 +91 9807881611

✉ mirzaazeemgkp@gmail.com

📍 Saudi Arabia

## Core Competencies

- Strategic Sourcing & Vendor Management
- Contract Negotiation & Cost Control
- Inventory & Procurement Planning
- Budgeting & Cost Estimation
- Supply Chain Coordination
- Team Collaboration
- Cross-Functional Communication
- Documentation & Reporting

## Technical Skills

- MS Office Suite (Word, Excel, PowerPoint)
- Basic IT Literacy
- Inventory Management Tools
- Google Workspace

## PROFESSIONAL EXPERIENCE

### Procurement Officer

Feb 2023 – Present

Arabian Machinery & Heavy Equipment Company, Saudi Arabia

- Strategically sourced machinery parts, consumables, and equipment in alignment with project timelines and inventory needs.
- Negotiated long-term agreements with local and international suppliers, ensuring competitive pricing and delivery terms.
- Created and managed procurement documentation including LPOs, GRNs, supplier contracts, and delivery notes.
- Worked closely with finance to reconcile purchase orders, invoices, and payments.
- Managed supplier onboarding and performance reviews, resulting in 15% reduction in late deliveries.
- Identified alternate suppliers to mitigate supply chain risks and improve delivery reliability.
- Used ERP tools to track procurement KPIs, generate monthly reports, and support audits.
- Collaborated with warehouse and logistics teams to oversee inventory movement and stock accuracy.
- Reduced procurement cycle time by 10% by streamlining approval processes.
- Assisted engineering teams with product compatibility, technical specification checks, and approvals.
- Ensured compliance with internal procurement policies and ISO quality standards.
- Attended vendor meetings and trade shows to identify new sourcing opportunities and technologies.

### Purchase Executive

Jan 2021 – Jan 2022

Al-Kadi Trading Company, Saudi Arabia

- Handled full-cycle procurement of mechanical tools, equipment, and project materials for construction sites.
- Prepared purchase requisitions, request for quotations (RFQs), comparative statements, and cost analysis reports.
- Maintained vendor master database and ensured documentation for ISO and internal audits.
- Developed annual procurement budgets and monthly forecasts aligned with project timelines.
- Negotiated credit terms and ensured compliance with payment schedules and delivery terms.
- Reduced procurement costs by identifying alternative suppliers and negotiating volume discounts.
- Ensured compliance with company SOPs and quality standards during sourcing and delivery.
- Managed documentation for import and customs clearance in collaboration with logistics team.
- Conducted supplier performance evaluations and created corrective action plans when needed.

### Purchase Executive

Jul 2018 – Dec 2020

Honda Company (Contractual)

- Supported procurement of automotive components and plant machinery through approved vendor networks.

## Education

- MBA**  
Swami Vivekanand Subharti  
University, India – 2018 | 69%
- Bachelor of Arts (BA)**  
Deen Dayal Upadhyay Gorakhpur  
University, India – 2016 | 52%

## PERSONAL DETAILS

- Date of Birth**06 October 1996
- Marital Status**Single
- Nationality**Indian
- Passport No.**P7988687
- Languages**English, Urdu  
& Hindi

- Implemented inventory control measures to avoid stock-outs and reduce excess inventory.
- Prepared RFQs, purchase orders, supplier invoices, and assisted with procurement reconciliation.
- Coordinated with suppliers and third-party logistics providers for timely material delivery.
- Participated in internal audits and ensured compliance with company procurement policies.
- Created product comparison sheets for evaluating quality, price, and lead time.
- Developed vendor evaluation reports based on price competitiveness, delivery adherence, and quality compliance.
- Participated in procurement meetings with cross-functional teams to align project and material needs.
- Supported the transition from manual procurement processes to ERP-based workflows.
- Monitored local market trends to identify cost-saving procurement opportunities.