

ABDUL HAKEEM



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Iqama

Career objective

Skilled procurement professional with 3 years of experience and proven success in developing procurement plans that maximize cost effectiveness and increase purchasing power. Experienced in advising and guiding management teams to support decision-making. Results - driven Procurement Manager known for streamlining supply chain processes and fostering strong vendor relationships. Delivered cost savings and improved procurement efficiency by implementing strategic sourcing initiatives. Excel at negotiating contracts and managing supplier performance to ensure quality and timely delivery.

Work experience - PROCUREMENT ASSISTANT, ALFANAR FACTORY, RIYATH, SAUDI ARABIA (Mar-2020-Jun2024)

- Enhanced supplier relationships by negotiating contracts and managing communications.
- Responsible for the preparation and process of purchase order and document under company policies and procedures.
- Maintenance of all the process parameters related to the procurement management.
- Maintain a balance between long –term contracts and short-term agreements to facilitate any strategic change while minimizing procurement cost.
- Research and meet with potential suppliers to compare products, prices and lease terms, and make the best decision for the company.
- Negotiate for the purchasing package (in terms of quality, price, term, delivery, and service) with suppliers and sup –contractor assigned.
- Attended industry event regularly to maintain a professional network and learn about new market trends.
- Reviewed supplier for quality, cost, and responsiveness, making changes where necessary to create a more streamlined process for the company.
- Built relationships for increased engagement and partnerships across the supplier base.
- Maintained up-to-date knowledge of industry trends to inform strategic purchasing decisions.
- Analyzed and developed procurement plans with cost- effective solutions and increased purchase power.
- Coordinate with suppliers to ensure on-time delivery.
- Maintain the develop effective relationships with vendor, and delivery high-quality result within budget and timeframe targets.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity

Work experience – MITSUBISHI ELECTRIC ELEVATOR AND ESCALATORS (Feb-2018 - Oct2019)

- Located and repaired brake motor and door mechanism issues in timely manner
- Conducted annual inspection and safety test on elevator.
- Disassemble defective units for more extensive repairs including wiring replacement .
- Lubricated machinery and related elevator parts to ensure efficient operation.
- Inspected panel control and wiring connection to ensure safe elevator function

Work experience – FORD INDIA PVT LDD (Jul-2016 - Dec2017)

- Maintain receipts, records and withdrawals of the stockroom
- Receive ,unload and shelf supplies.
- Ensure FIFO at warehouse to lineside.
- Maintain and build schedule accuracy and record all entries for DPR.
- Receive, verify, modify ILVS blends from Dearborn and transmit corrections.
- Maintain all maintenance related to ECN”S affecting proper BOM for suppliers and plant personness

Skills

- Procurement Management
- Supply Chain Management
- Strategic sourcing
- Contract negotiation
- Technical Analysis
- Supplier relationship management
- Project Management
- Data Analysis
- Profit & Loss / Balance sheet
- Quality control in purchasing
- Financial and Budget Control
- Logistics Coordination

Technical skills

- Leadership
- Time management
- Analytical mindset
- Organization
- Planning and Execution

Technical skills

- Knowledge preview
- Quality control & cost control
- MS office and Auto cad
- E procurement system
- Strong deal -shaping and negotiating expertise
- Material logistics

Academic Qualification

- Diploma in Mechanical Engineering
- Anna University-2016.

Personal information

Nationality : Indian
Gender : Male
Date of Birth : 05-02-1996
Known Languages : English , (Arabic Entry Level)

Declaration

I hereby state that the above information furnished is true to the best of my knowledge and

**Cordially,
ABDUL HAKEEM**