

CURRICULUM VITAE

Iqama No 2463183901(Transferable)

SAMASUZZAMA

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OBJECTIVE

Currently looking for a challenging position, one which will make the best use of existing skills and experience acquired in privately owned companies while enabling further personal and professional development.

Summary of resume:

A competent professional with +08 Years of experience in Operations, Procurement & Logistics: MS-Office & Computer Operation, CRM.

Grasp through the Experience: Communication Skills, Analytical Skills, Decision-making skills, leadership skills, Man-Management skills, Teamwork.

Good knowledge of SAP & CRM, de-escalation skills, Conflict resolution and Negotiation

Summary of Experience:

- +2 Years of Experience with **United Transformer Electronic Company (UTEC)** as Procurement officer.
- Motivated procurement officer with +2 years of experience supporting procurement operations, vendor management, and cost optimization.
- Adept at negotiating contracts and ensuring procurement processes align with organizational goals.
- Committed to efficiency and continuous improvement.
- Review, compare and analyse products to be purchase.
- Maintain good supplier relations and negotiating contracts.
- **5years of experience with ARAMEX.COM Operation & logistics.**
- Produced monthly reports using advanced Excel Spreadsheet function.
- Understanding the needs, problem and concern of the existing and new customer.
- Handling the customer's query and providing them with best possible solution.
- Generating leads from the existing customers through references.
- Responsible for closing the leads and generating revenue for the organization.
- Leading by example, continuously and consistently motivate and manage a customer service team.

- Work with team, the customer, sales and internal departments to maximize order book conversion for area of responsibility.

Packages software

- Package Known: MS Office (MS Word, PowerPoint, MS Excel)
- **UNITED TRANSFORMERS ELECTRIC COMPANY (UTEC)**

Duration: From 23rd October to Present.

Position:

Procurement

officer Work

Profile:

- Procurement & Vendor sourcing
- Contract Negotiation & Management
- Cost Saving & Budgeting
- ERP Software (SAP)
- Inventory & Supply Chain Management.
- Purchase Order Processing
- Supplier Evaluation & Performance
- Handled procurement for office supplies, and raw materials, ensuring timely availability.
- Negotiated contacts
- Maintained supplier relationships and conducted periodic performance reviews.
- Coordinated purchase orders and monitored delivery schedules.
- Assisted in stock management and procurement planning to optimize inventory levels.

• **ARAMEX.COM**

Duration: From 01st May 2019 to 22rd October 2023.

Position: Operation team member

Work Profile:

- Worked with **ARAMEX.COM** as an **Operation team member** from 01st May 2019 to 22rd October 2023 (Riyadh, sulay).
- Preparing the daily report in excel.
- Performed data entry -alphabet and numeric data entry to add new records, verify, correct, edit and change as per required.
- Take care of all communication, discrepancy report & finalizing the console.
- Recover the shipments & sort them area wise for arranging the delivery on time.

- Dispatching the shipments & sent them to their respective destination & prepare the console before reaching at destination.
- Liaise with company suppliers to arrange collections, deliveries, item repairs, correspondence and email management as needed.

Work Experiences

SHOPCLUES.COM

Duration: From 11Jun 2015 to 17 Dec 2018.

Category: Account Team Leader and Data entry Clerk

Work Profile:

- Creating reports for management.
- Follow up with clients for closing the deal and generating revenue for company.
- Comparison about the products and its alternate to clients.
- Negotiate with merchant for giving best possible price for customer.
- Taking care of Sourcing part for the team.
- Handling key accounts to bring more business for organization.
- Comparing products and their substitutes based on the range of criteria.
- Solving customer's queries, convincing them and customer satisfaction was the major task.
- Identifying potential customers in the market. ○ Verifying the documents of the customers and forwarding to the insurer.

Professional achievement

- Awarded as rising star of the month in October 2014.
- Awarded as best employee of the month in March 2018.

Educational qualifications

Qualification	Institute/University
Master of Business Administration	Sam Higginbottom University of Agriculture, Technology and Sciences, Allahabad
Bachelor of arts	Kanpur University
Intermediate	U.P. Board

Matriculation	U.P. Board
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PERSONAL TRAITS:

- Good interpersonal skills.
- A firm believer in team spirit
- Ability to handle pressure
- Good communication skill

- I hereby declare that the above information provided by me, is correct in my knowledge.

Date:**(SAMASUZZAMA)****Place:**