



Mob: +966565962749

Communication Address:

Dammam 31411, Saudi Arabia

Personal Data:

**Profession:-Procurement
Supervisor**

**Iqama-Status:-Valid
(Transferable)**

Driving License: SAUDI

Nationality : Indian

Marital Status : Married

Passport No : T8232084

Linkedin : [linkedin.com/in/bilal-ahmad-sofi-486790a5](https://www.linkedin.com/in/bilal-ahmad-sofi-486790a5)

Languages known:

■ English ■ Urdu ■ Hindi ■ Arabic

BILAL AHMAD SOFI

EMAIL: bilal.sofi2014@yahoo.com

PROFESSIONAL OBJECTIVE:

Career Objective: I am a hardworking and determined professional with over a decade of proven management and organizational skills. I am passionate about working to the highest standards and have the ability to adapt swiftly new working processes and environments.

To pursue a growth-oriented career & to excel by providing my skills like hard work, sincerity, dedication and to work in an environment where success is rewarded with new responsibilities so as to become an asset to the organization.

EMPLOYMENT HISTORY: SAUDI ARABIA

KHALID AL JURAIID GROUP

Procurement Supervisor (21-Jan-23 to Present)

ALBAWARDI GROUP

Purchase Officer (01-Dec-2010 to 18-Jan-2023)

JOB RESPONSIBILITIES:

- Responsible for overall purchases for the factory production.
- Researching for potential vendors.
- Monitoring stock levels and verifies purchase requisitions.
- Searching required products to find the best combination of quality, price, and delivery.
- Identifying opportunities and achieving substantial Purchase discounts to maximize profits.
- Comparing and evaluating offers from suppliers.
- Preparing track purchase orders and ensuring timely delivery.
- Maintaining updated records of purchased products, delivery information and invoices.
- Coordinating with warehouse staff to ensure proper storage.
- Discussing with suppliers and vendors to achieve cost effective solutions.
- Negotiating supplier contract terms of agreement and payments.
- Preparing comparison reports for management approval.
- Maintaining transparency and building strong relationships with suppliers.
- Attending meetings and keep minutes.
- Handle confidential documents ensuring they remain secure.
- Monitor supplies and negotiate terms with suppliers to ensure the cost-effective orders.
- Maintaining electronic and paper records ensuring information is organized and easily accessible.
- Order confirmations received, cross check with PO and forwarded to Accounts for advance payment basis suppliers
- Systematic follow up on all open/backorders with suppliers and also engaging with them on a routine basis through online and face to face meetings to expedite deliveries

EMPLOYMENT HISTORY: INDIA

COTTAGE INDUSTRIES EXPOSITION (MNC) INDIA

Role : Front Office Executive (18-Aug-2004 to 28-June-2010)

Job Responsibilities:

- Answer questions and address complaints.
- Schedule and set appointments for executives and high-level managers.
- Producing documents and spreadsheets.
- Perform basic bookkeeping, filing, and clerical duties.
- Answer all incoming calls and redirect them or keep messages.
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails.
- Monitor office supplies and place purchase request when necessary.
- Keep updated records and files.
- Take up other duties as assigned (travel arrangements, schedules etc).
- Update appointment calendars & schedule follow-up appointments.

EDUCATIONAL BACKGROUND:

■ DIPLOMA IN COMPUTER APPLICATION.

SWIFT COMPUTERS (SRINAGAR, KASHMIR)

■ DIPLOMA IN COMPUTER AIDED DRAFTING (AUTOCAD)

CADD CENTRE (SRINAGAR, KASHMIR)

■ BACHELOR OF ARTS

(UNIVERSITY OF KASHMIR)

■ HIGHER SECONDARY (FROM J&K STATE BOARD OF SCHOOL EDUCATION)

(M.P M. L HIGHER SECONDARY SCHOOL)

■ MATRICULATION (FROM J&K STATE BOARD OF SCHOOL EDUCATION)

(TINY TOTS PUBLIC HIGH SCHOOL)

CURRICULUM OF COARSE:

- BASIC FUNDAMENTALS ■ M.S OFFICE SUITE (Word, Excel, Power Point),
- OUTLOOK ■ ORACLE ■ COREL DRAW ■ ADOBE PHOTOSHOP ■ ADOBE PAGEMAKER ■ INTERNET.

DECLARATION:

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Place: Dammam

With Best Regards

Date:

BILAL AHMAD SOFI