

# Md. Khurshid Alam Majumder



*Dynamic Procurement Purchasing Officer with over 7 years of experience in efficiently managing procurement processes in multinational environments. Proven expertise in vendor negotiation, budgeting, and optimizing supply chain performance. Successfully developed comprehensive procurement plans and improved vendor relationships, contributing to cost savings of 15% annually. Committed to enhancing operational efficiency and ensuring quality standards in sourcing. Eager to leverage skills in a demanding procurement role to drive strategic sourcing initiatives.*

✉ alamkhurshidbd696@gmail.com

📍 Al Khobar, 34428, Kingdom Of Saudi Arabia

☎ +966538946021

## WORK EXPERIENCE

### **Procurement Purchasing Officer**

Sinoma CDI International Company

*DAMMAM, Kingdom Of Saudi Arabia*

*02/2024 – Present*

- Procured supplies of products and materials efficiently.
- Determined cost-effective solutions for product and material acquisition.
- Tracked and documented orders meticulously.
- Received deliveries and maintained accurate records of arrivals.
- Managed the supply base to optimize performance.
- Analyzed market trends and delivery systems to inform strategies.
- Sourced and engaged with vendors, negotiating contracts and costs effectively.
- Evaluated supplier capabilities and performance.
- Prepared requisitions and purchase orders diligently.
- Monitored and managed order expenses systematically.
- Communicated performance metrics and cost analyses to management.
- Recommended and implemented new processes or systems for procurement improvement.
- Organized and scheduled procurements to ensure timeliness and efficiency.
- Operated relevant equipment while adhering to safety protocols.
- Complied with the scorecard measurement system to track procurement values.
- Coordinated with vendors, clients, customers, team members, and managers to align operational goals.
- Fostered and maintained robust relationships with suppliers.
- Estimated and established budgets for purchases judiciously.
- Made informed decisions in a dynamic, fast-paced environment.
- Reviewed all vendors and suppliers consistently for performance assessment.
- Maintained comprehensive purchase records and vital data.
- Negotiated pricing effectively and established contracts with suppliers.
- Developed strategic plans for sourcing services and supplies.
- Ensured that all purchased products and supplies adhered to established quality standards.
- Collaborated with team members to fulfill organizational duties efficiently.
- Maintained and updated a comprehensive supplier list.

### **Procurement Purchasing Officer**

Abahsaine Consolidated Company Ltd

*AL Khobar, Kingdom Of Saudi Arabia*

*06/2021 – 02/2024*

- Oversaw and supervised all activities within the purchasing department to ensure regulatory compliance and efficiency.
- Designed procurement plans for acquiring equipment, services, and essential supplies.
- Enforced the company's procurement policies and procedures rigorously.
- Reviewed, compared, analyzed, and approved products and services for purchase thoughtfully.
- Managed inventory levels and maintained precise purchase and pricing records.
- Regularly updated supplier information, including qualifications, delivery schedules, and product ranges.
- Cultivated strong supplier relationships and negotiated contracts effectively.
- Researched and evaluated potential suppliers to ensure business needs were met.
- Prepared budgets, cost analyses, and comprehensive procurement reports.

#### **Local Purchases Officer**

Energy Power Contracting Ltd

*Al Khobar, Kingdom of Saudi Arabia*

*12/2019 – 06/2021*

- Identified, evaluated, and selected reliable local vendors to meet organizational needs.
- Negotiated pricing, terms, and delivery schedules to maximize cost savings and value.
- Managed orders: Created and processed purchase orders based on requisitions and followed up to ensure timely delivery.
- Monitored stock levels and reordered materials to avoid shortages.
- Inspected received goods to ensure they met specifications and resolved discrepancies with suppliers.
- Maintained accurate records of, and prepared reports on, purchases, contracts, and vendor performance.

#### **Material Coordinator for Aramco Site**

BR. Cat International Company Ltd

*Shybah Aramco Project, Saudi Arabia*

*09/2016 – 12/2019*

- Supports the annual and long-term goals; outlined in the client strategic and detail plans.
- Assists with the creation of a highly collaborative material control culture within the organization.
- Supports the "One Company" philosophy in all material control initiatives.
- Responsible for verifying materials received were ordered; match to purchase order
- or verify with Procurement; while also verifying quantity delivered, inspect materials
- received for damage, mark inventory items with the appropriate stock number and
- location, and notify plant personnel that materials ordered have been received.
- Resolves receipt issues with material suppliers over damaged goods, shipments, incorrect materials, and delivery of materials to the incorrect staging location; and works with suppliers to arrange

#### **Accountant**

Advanced Chemical Industries Limited (ACI)

*Dhaka, Bangladesh*

*02/2012 – 12/2014*

- Provided financial insights to management through comprehensive analysis of accounting data and report preparation.
- Compiled and analyzed account information to prepare asset, liability, and capital account entries.
- Documented financial transactions by meticulously entering account information into financial systems.
- Advised on financial actions by analyzing various accounting options.
- Summarized financial status through the preparation of balance sheets, profit and loss statements, and detailed reports.
- Audited documents to substantiate financial transactions and ensure accuracy.
- Maintained accounting controls through the formulation and recommendation of policies and procedures.
- Guided clerical staff in accounting tasks, coordinating activities and addressing queries efficiently.
- Reconciled discrepancies in financial records by thoroughly collecting and analyzing account data.
- Secured financial information through systematic database management and backups.

- Ensured financial security by adhering to established internal control protocols.
- Facilitated payments by verifying supporting documentation and authorizing disbursements.
- Responded to queries regarding accounting procedures by researching relevant policies and regulations.
- Ensured compliance with financial legal requirements at all levels by staying abreast of existing and new legislation.
- Prepared special financial reports by aggregating and analyzing account information alongside market trends.
- Preserved customer confidence and protected operations by maintaining confidentiality of financial information.

## EDUCATION

### Masters - Accounting Part 2nd Complete

THE INSTITUTE OF COST & MANAGEMENT ACCOUNTANT OF BANGLADESH (ICMAB)

*Nilkhet, Bangladesh*

*02/2011 – 03/2014*

### MASTER OF BUSINESS STUDIES(MBS) - Accounting

National University of Bangladesh

*Dhaka, Bangladesh*

*02/2010 – 10/2011*

### BACHELOR OF BUSINESS STUDIES(BBS) - Accounting

National University of Bangladesh

*Dhaka, Bangladesh*

*08/2005 – 06/2009*

### HIGHER SCHOOL CERTIFICATE (H.S.C) - Business Studies

Dhanmondi Ideal College

*Dhaka*

*03/2002 – 01/2004*

### SECONDARY SCHOOL CERTIFICATE (S.S.C) - Business Studies

Bangladesh Council of Scientific and Industrial Research School (BCSIR)

*Dhaka, Bangladesh*

*05/2000 – 03/2002*

## SKILLS

Accounts

Costing

Inventory

Cash

Administration

Material Reconciliation

Material Purchasing

Microsoft Office

Computer operator

Procurement

Reporting

Documentation

Innovation

## LANGUAGES

English

Excellent 

Bangla

Very Good 

Hindi

Very Good 

## REFERENCES

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### **Mohammad Monirul Islam**

QA/QC Manager, Abahsain Consolidated Co. for Energy & Power Ltd.

[monirul@acp.com](mailto:monirul@acp.com), 00966 13898 1622 (Ext. 315); 00966 548896542

### **Engr. Md. Mahmudul Islam**

Sub-Divisional Engineer (Operation & Mechanical), Bangladesh Power Development Board

[mahmudul@bpd.gov.bd](mailto:mahmudul@bpd.gov.bd), +88 01717834400

### **Mohammad Habibul Islam**

Director (Co-ordination) & Project Director, Ministry of Planning (IMED)

[ihabibul@yahoo.com](mailto:ihabibul@yahoo.com), +88 02 9118070; +88 01760226011

### **Engr. Md. Abdul Khaleque**

Sr. Assistant Engineer, Local Government Engineering Department (LGED), Pabna, Bangladesh

[khaleque.lged@gmail.com](mailto:khaleque.lged@gmail.com), +88 0731 66088; +880171254861

## CERTIFICATES

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### **Saudi Engineer Council (SEC)**

Approved

03/2021

### **Saudi Organization for Chartered and Professional Accountants(SOCPA)**

Approved

08/2022