

Curriculum-Vitae

MOHAMMED FAHEEM HUSSAIN

Procurement Officer

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OBJECTIVE:

Seeking a position with a well-established organization with a stable environment, that will lead to a lasting relationship, utilizing my skills & abilities.

PROFESSIONAL SUMMARY:

A professional Procurement Officer with 13 years of experience in the field of Procuring Materials require for Project Execution, Experience in Purchasing and Sub-Contracting process, in coordination with Technical and Commercial teams. Also working experience in SAP & Oracle Module for Procurements.

Ability to ensure company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers, always delivering results against strategic objectives, whilst working within the organizations core values and beliefs.

Hereforth looking for a new and challenging position, one that will make best use of my abilities and knowledge and also further my career, professional and personal development.

EDUCATION & SKILLS:

Bachelor of Commerce
Microsoft Office
SAP & Oracle

PROFESSIONAL EXPERIENCE

Company	:Al-Kifah Contracting Company, Dammam, SaudiArabia.		
Designation	:Procurement Officer		
Duration	:Feb 2014 to Feb 2024 (10 Years)		
Projects	:Construction of Administration Building Jubail University	(Feb 2014 - Nov 2016)	
	Jazan Economic City Port & Infrastructure-Onshore	(Nov 2016 - Jun 2020)	
	Business Park Complex Company (AMAAD)	(Jun 2020 – Feb 2024)	

Company	:KARNATAKA POWER CORPORATION LIMITED, Raichur, Karnataka, India.		
Designation	:Procurement Coordinator		
Duration	:June 2010 to June 2013 (3 Years)		

ROLES & RESPONSIBILITIES

- Analysis technical data, MTO, drawings & specifications to float RFQ and collect quotations for all mechanical, electrical, civil items required for the project.
- Coordinate with engineering for the Technical evaluation and approval of the bids and with vendor for their compliance.
- Evaluate the Commercial bids and prepare the comparison sheet for selecting the best vendor to secure items and/or services within budget and in compliance with regulatory requirements.
- Coordinate with Site/Design Engineers for technical clarifications prior to issuing Purchase Order.
- Arrange and attend pre-order meetings with Suppliers. Issue notes of meetings in accordance with project distribution matrix.
- Prepare the SAP & Oracle based and/or manual Purchase Orders or Work Orders for the approved supplier and send copies to suppliers and to departments originating requests.
- Negotiate and manage long-term pricing agreements on critical commodities.
- Ensuring timely submission of documentations for approval as per PO terms.
- Liaise with suppliers on delivery schedule to ensure on-time deliveries of final product.
- Prepare, maintain, and issue Material Progress Reports on a regular basis, which reflect the progress of all purchased equipment & materials.
- Co-ordinate with the vendor/appointed agencies in logistics of product movement from vendor's factory to site all post-dispatch activities Forwarding, Transportation, shipments, clearance from customs etc. Coordinate with QC Dept. for final inspection & approval of the materials delivered.
- Maintain appropriate inventory levels consistent with targeted inventory goals and asset by management.
- Maintain and review computerized or manual records of purchased items, costs, deliveries, product performance, and inventories.
- Act as a liaison between suppliers and involved department to solve procurement related problems.
- Handle correspondence concerning over-shipments, delivery shortages, changes in quantity, delivery dates, and prices and report such changes to the interested parties in a timely manner as required.
- Monitor supplier performance by ensuring that product is delivered as scheduled and meets specifications to ensure company requirements are met and that supplier is aware of their performance.
- Having knowledge of SAUDIARAMCO procurement standards.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Perform buying duties when necessary.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Track the status of requisitions, contracts, and orders.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Expedite with vendor to ensure on-time deliveries

- Review requirements and action expediting of Purchase Orders.
- Assist with processing of goods receipts against supplier dispatch notes in the system.
- Coordinate with warehouse and Customs to review the receipts of material.
- Adhering to all company policies with particular regard to accounting procedures.
- Administering the purchasing systems.
- Managing vendor relationships and building effective supply chain partnerships.
- Controlling the purchase and supply of all procured items & services.

PERSONAL INFORMATION

Name : MohammedFaheemHussain
 DOB/Age : 15thMay1987/38years
 Gender : Male
 MaritalStatus : Married
 Nationality : Indian
 Religion : Islam (Muslim)
 LanguagesKnown : English,Urdu,Hindi &Arabic.
 Iqama Status : Transferable Iqama

PASSPORT DETAIL:

Passport number : V1888428
 Passport Issue : 16thSep2021
 Passport Expiry : 15thSep203 1
 Place of issue : Riyadh.

DECLARATION

I here by declare the information provided above are true and correct to the best of my knowledge and belief.

Date:

Place:

Thankingyou

Mohammed Faheem Hussain