



# MOHAMMED JAVEED

SENIOR PROCUREMENT &  
LOGISTICS OFFICER –  
CIPP,CIPM

## CONTACT



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## SKILLS

- Purchase Requisitions
- Comparing Quotations
- Vendor Negotiations
- Price Negotiation
- Logistics Management
- International Logistics
- SASO/ Saber Certification
- Budgeting & Forecasting
- Vendor Management
- Enterprise Resource Planning (ERP)
- Supplier Evaluation

## CAREER OBJECTIVE

Experienced Senior Procurement & Logistics Officer over 14 years of Market knowledge and experience in the K.S.A. With a demonstrated history of working in Procurement & logistics.

Proven record of planning and coordinating Purchasing & Logistics strategies that have achieved budgeted sales, profitability, quality standards and corporate goals. Skilled in all Purchase procedures, Negotiation, Operations Management, Freight Forwarding, Custom Clearance and Logistics Management.

## EXPERIENCE

May 2024 – Present

### Senior Procurement & Logistics Officer

REDA Hazard Control, Khobar

#### Key Roles and Responsibilities:

- Processing purchasing requests and maintain purchasing logs.
- Reviewing and approving purchase orders before ordering goods.
- Plan and follow-up delivery with vendors to ensure material and equipment arrives timely with minimizing discrepancy and damages and in accordance our standard quality ordered.
- Assess in detail the monitoring and ensure vendors comply with P.O. delivery terms and conditions to avoid any delays in delivery.
- Act as focal point of coordination with material sourcing staffs, end-users to clear pending materials receipt from vendors.
- Initiate progress meetings with vendors as and when required to update or discuss the delivery progress.
- Prepare expediting reports on a regular basis to update P.O. delivery status and support company needs.
- Coordinate with vendors to provide us with track performance of P.O. from manufacturing to delivery of materials and equipment.
- Coordinate logistics with appointed contracting companies to ensure delivery as per agreed schedule.
- Maintain good relationships with vendors & subcontractors to get solid support on deliverable (both long-lead as well as short-lead items).
- Work in line with purchasing procedure according to the pre-qualification of suppliers
- Coordinate with the warehouse regarding the delivery of material.
- Coordinate invoice issues with the vendor and accounting and resolve delivery requirements with the vendor and supervision.

- Cost Reduction
- Project Planning
- Market Analysis
- Import/Export Operations
- Customs Clearance
- Supply Chain Management
- Team Management

## LANGUAGES

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- **English**  
Fluent
- **Arabic**  
Conversational
- **Urdu**  
Native
- **Hindi**  
Native

July 2010 – May 2024

### Senior Procurement & Logistics Officer

Nesma Orbit (Nesma Group), Jeddah

#### Key Roles and Responsibilities:

- Processing purchasing requests and maintain purchasing logs.
- Reviewing and approving purchase orders before ordering goods.
- Contacting vendors to obtain price quotes and perform price negotiations and terms with suppliers.
- Maintain effective and lasting vendor relationships through dynamic communication.
- Follow-up on delivery schedules, payments, and invoice queries.
- Managing delivery schedules and status of Orders & Coordinating with suppliers to ensure that Orders are delivered on time.
- Coordinate with key players such as suppliers, warehouses, and site management to meet logistics cycle requirements.
- Ensure that the timely and correct processing of freights being delivered by trucks to the project's Site.
- Follow up goods from the point of origin until they arrive at warehouses.
- Performing accurate forecasts of shipments, total cost and advance payment.
- Recording all the data related to import shipments into the in-house development logistics system.
- Coordinating with Shipping Lines, Airlines & various Freight Forwarders & also negotiating with them for the Freight rates before processing the shipment.
- Receive and revise the proper documents, including transit and customs clearance documents & other required supporting documents like certificates, SASO, SABER, etc.
- Coordinating with Customs Clearance brokers to ensure that the consignments are cleared from Airport, Seaport, and land border on time.
- Coordinating with various Transporters for Containers placements & arranging for the shipment's delivery from Port to factory premises.
- Coordinate with warehouses responsible for receiving the materials and unloading/ loading supplier vehicles, recording stocks, and carrying out stock-taking as and when requested.
- Maintain detailed and accurate logistics data for daily, weekly, and quarterly reports including import shipments, costs, customs clearance, and deliverance, and submit them to all concerned.
- Ensure that goods are received according to quality, quantity, and temperature standards.
- Prepare and provide weekly reports of each Shipment showing a comparison between quantity and percentage of materials.

## EDUCATION

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April 2008

### **Bachelor of Commerce**

Osmania University, Hyderabad

## CERTIFICATIONS

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- Certified International Procurement Professional (CIPP)
- Certified International Procurement Manager (CIPM)

## ADDITIONAL INFORMATION

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Date of Birth: 26th September 1987

Passport No.: S9846800

Visa Status: Transferable Iqama

Nationality: Indian

Marital Status: Married

Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Yours Truly

Mohammed Javeed