



Anwar Shah Syed
Procurement Officer

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 : Kingdom of Saudi Arabia

PROFESSIONAL SYNOPSIS

" Results-driven Purchasing Officer with 12 years of experience in procurement, vendor management, and supply chain operations. Adept at negotiating contracts, reducing costs, and ensuring timely delivery of quality materials. Skilled in inventory control, purchase order processing, and maintaining strong supplier relationships to optimize business efficiency".

CORE COMPETENCIES & KEY SKILLS

- Administrative Operations & Office Management.
- Project Scheduling & Coordination.
- Procurement & Supply Chain Management.
- Vendor Relations & Contract Negotiations.
- Inventory & Stock Control.
- Document Control & Reporting.
- Market Research & Supplier Evaluation
- Compliance & Risk Management
- Proficiency in relevant software and systems (e.g., [ERP systems](#), procurement platforms).
- MS Office Suite (Word, Excel, PowerPoint).

PROFESSIONAL EXPERIENCE



Procurement Officer - Yousef Al Rajhi Global Group - K.S.A / Sept. 2016 - Present.

Roles and duties in Yousef Al Rajhi Group

- Manage procurement processes, ensuring timely and cost-effective acquisition of goods and services.
- Negotiate contracts with suppliers to secure the best pricing and terms.
- Ability to prioritize tasks, manage deadlines, and work effectively under pressure.
- Monitor inventory levels and coordinate with departments to meet supply needs.
- Evaluate supplier performance and build long-term partnerships.
- Ensuring compliance with procurement policies and industry regulations.

- Ensuring compliance with legal and regulatory standards related to procurement, KPI adherence, and supplier evaluations
- Collaborate with finance and logistics teams to streamline purchasing procedures.
- Ability to make sound decisions based on data analysis and market knowledge.
- Maintain comprehensive records and reports on procurement activities and supplier performance.

🚩 **Accountant & Purchasing Assistant, NEW Technology Constructions Ltd.-K,S,A,/ (July 2013 – Aug 2016)**

Roles and duties in NTC Company

- Assisted in preparing purchase orders and maintaining accurate procurement records.
- Researched new suppliers and obtained competitive quotes.
- Coordinated with vendors to ensure on-time delivery of goods.
- Handled documentation and compliance with procurement policies.
- Prepared and posted journal entries and verified the same in terms of validity and proper documentation and approvals.
- Payment processing, including petty cash payments and cheque payment adhere to company policies and procedures.
- Performed account receivables, account payables and general ledger functions.
- Reconciled bank accounts, account receivables, account payables and petty cash accounts.
- Assisted in month-end closing.
- Preparing the monthly Sales Report and making a Reversal from the monthly revenue.

Imports Coordinator at Abazeer Trading Establishment, Jeddah, KSA /(Mar 2010 – Jun 2013)

Roles and duties in Abazeer Company

- Managed end-to-end import processes, ensuring adherence to international trade regulations and company policies.
- Coordinated with suppliers, freight forwarders, and customs brokers to facilitate smooth import operations.
- Prepared and reviewed import documentation, including bills of lading, invoices, and packing lists.
- Monitored shipment schedules and tracked deliveries to ensure timely receipt of goods.
- Resolved any issues related to customs clearance, shipping delays, and documentation discrepancies.
- Collaborated with the finance department to process payments and reconcile import-related expenses.

Logistics Assistant:

- Assisted in coordinating import and export activities, ensuring compliance with trade regulations.
- Maintained accurate records of shipments, customs documentation, and inventory levels.
- Communicated with vendors and carriers to schedule deliveries and pickups.
- Supported the logistics team in optimizing transportation routes and reducing shipping costs.
- Managed receiving, storing, and distributing products within the warehouse, maintaining accurate records of all transactions.
- Conducted quality checks on incoming shipments and coordinated with suppliers to address any discrepancies.
- Operated warehouse equipment safely and efficiently, adhering to all safety protocols.
- Supported inventory control procedures, including cycle counts and stock replenishment.

Accountant at Global Telecommunications Ltd., Riyadh, KSA/ (May 2007 –Feb 2010)

Roles and duties in GTL Company

- Verification of accounts opening balance with relevant supporting documents.
- Verification of account balances using analytical and substantive procedures.
- Vouching of receipts, payments, sales, purchase, and all nominal expense with relevant supporting documents, checking the validation and as well as verifying the recording in the books of accounts.
- Verification of current assets such as cash in hand, balance with banks, accounts receivables.
- Investment, Inventories and other assets.
- Verification of fixed asset registers with proper supporting documents, approvals.
- Checking depreciation schedule, written off assets, and assets revaluation etc.,
- Verification of capital and reserves, current liabilities such as A/P, provision etc.,
- Assist senior auditor in preparing audit report.

EDUCATION

- Bachelor of Commerce Kakatiya University, India. 2005
- Diploma In Computer Applications 2003

LANGUAGES

- English I Arabic I Hindi I Telugu I Urdu

ADDITIONAL INFORMATION

- Nationality: Indian I Religion: Islam
- Gender: Male I Marital Status: Married.