

YAHKOOB KALLAN MOIDU
S. PROCUREMENT SPECIALIST

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Dammam, Saudi Arabia



Experienced Procurement Officer with over 4 years of experience in managing sourcing, supplier negotiations, and contract execution in the manufacturing and Health sectors. Strong background in driving procurement cost savings, improving supplier performance, and ensuring compliance with procurement policies. Proficient in Zoho and Daftar systems, with a collaborative approach to cross-functional teamwork and vendor relationship management.

Highlights of Qualifications

- Admirable experience in material Procurement
- Strong coordination with cross-functional teams (logistics, finance, warehouse) to align procurement with operational needs.
- Excellent vendor management and relationship-building skills to ensure quality, reliability, and timely delivery.
- Demonstrated ability to achieve cost savings through vendor negotiation, strategic sourcing, and spend analysis.
- Strong knowledge of procurement processes
- profound communication skills
- Excellent skills to identify and resolve problems.
- Adept at working in high pressure environments with strict deadlines and multiple deliverables to implement best practices that consistently deliver outstanding results

Core Competencies

- Planning and Organizing skills
- Negotiation skills, Supervisory skills
- Quench to learning new things.
- Import & International Procurement
- Data Analysis & Reporting
- Cross-Functional Collaboration
- Good Team player & trouble shooter

Professional Work Experience (at Overseas Organization)

1. Position: S. PROCUREMENT SPECIALIST

1.1. Current company: Saudi Response Plus Medical

1.2. Duration: January 2025 to till date

Brief Description of Duties and Responsibilities:

- Source, evaluate, and procure medical supplies, pharmaceuticals, equipment, and consumables in accordance with organizational needs and regulatory standards.
- Liaise with medical staff to determine technical specifications and forecast demand accurately.

- Develop and manage vendor relationships, ensuring timely deliveries and adherence to quality and compliance standards.
- Conduct competitive bidding, tendering, and negotiations to secure cost-effective procurement without compromising product quality or patient safety.
- Maintain accurate records of purchase orders, contracts, and inventory levels using procurement platforms.
- Monitor supplier performance and resolve delivery, quality, or compliance issues.
- Ensure compliance with procurement policies, health regulations, and inventory control procedures.
- Evaluate and select qualified suppliers based on quality
- Collaborate with finance and warehouse/logistics teams to ensure proper budgeting, invoicing, and storage of medical items.
- Handle Urgent and Emergency Orders Fast-track procurement for critical items such as life-saving drugs or emergency equipment when required.
- Evaluate and select qualified suppliers based on quality, price, compliance, and reliability.
- Maintain long-term vendor relationships and monitor performance.
- Analyze usage trends and coordinate with departments to forecast demand and plan purchases accordingly.
- Work closely with clinical, biomedical, finance, and legal teams to align procurement with operational needs and compliance requirements.
- Identify risks in the supply chain (e.g., delivery delays, quality issues, single-source dependencies) and implement mitigation strategies.
- Plan procurement schedules based on patient volume, department requirements, and emergency preparedness.
- Prepare and manage RFQs, RFPs, and tender documents in accordance with healthcare procurement policies.
- Attend weekly meetings with the client and analyze the Material Delivery Status so far.
- Support preparation of procurement expenditure reports for finance and management teams.
- Maintain accurate records of purchase requests, POs, GRNs, invoices, and contracts.
- Facilitate urgent procurement for life-saving drugs, ICU supplies, or outbreak-related items.
- Attending trade fairs to select and assemble a new collection of materials.
- Promoting best practice across the company.
- Cross checking whether the materials supplied are required one or not as per POs and delivery notes, and at the meantime make sure the quality as well.

2. Position: **Senior Procurement officer**

2.1. Company Name: Al Rai Medical

2.2. Dammam Saudi Arabia

2.3. Duration: May 2024 to December 2025

Brief Description of Duties and Responsibilities:

- Collecting quotation from different vendors within the time limit as per approved Material Requisition (MR) and MTO / SMR, evaluating basis on the price comparison statement. Raising/issuing purchase order to supplier as per standard for major materials required for the project as per drawing specification and doing follow up with clients overseas and internal in order to get early delivery.
- Managing the activities of purchase department.
- Effective management of vendor database.
- Development of new vendors and Classify vendors on the basis of criteria like cost, quality, timely delivery etc.
- Evaluate the vendor capability to meet the Technical, Quality and schedule requirement of the work & negotiating the price, delivery schedule and terms and conditions with them
- Arranging Material Technical Data sheet and relevant documents from vendor and will forward these documents to consultant
- Preparation & Review Minor Material Purchase Orders as per Department Material Request (DMR)
- Keeping proper record of purchase order with all test reports / documentation generated for different Department and at the same time coordinating with supplier and procuring the exact materials well in advance
- Identifying the approved manufacturer and suppliers as per DMR
- Preparation and submitting of monthly report
- Monitoring the fabrication progress
- Scheduling and forecasting delivery of materials
- Meeting suppliers and negotiating terms of contract.
- Coordinating / implementing proper store and stock inventory system in each job site to make sure the availability of materials in right time
- Scheduling the suppliers' payment with the finance and accounts department with the full concurrence of concerned authorities.
- Controlling the purchasing budget.
- Monitoring delivery times to ensure they are on time.
- Ensuring the adequate supply of all required materials, components and equipment's.
- Managing the procurement supplier relationships for the company.
- Helping to source alternative items for buyers and customers.
- Regularly contacting suppliers to renegotiate prices.
- Resolving disputes and claims with vendors and suppliers.
- Keeping all supplier programs current and accurate.

- Delegating projects and tasks to junior staff.
- Promoting best practice across the company.
- Involved in writing up contracts and the terms of sales.
- Developing relationships with distributors.
- Working to create and promote a safe working environment.
- Involved in selling off excess, damaged and inventory and stock.
- Keeping all the documents related to procured materials like Purchase Order, Site material Request (SMR), Quotation and Technical Data Sheets, Invoices and Delivery Note Copies.
- Cross checking whether the materials supplied are required one or not as per POs and delivery notes, and at the meantime make sure the quality as well.
- Attend weekly meetings with the client and analyze the Material Delivery Status so far.

3. Position: **International Procurement officer**

3.1. Company Name: Ghadeer Al sharq Trading Est

3.2. Jeddah Saudi Arabia

3.3. Duration: April 2021 to January 2024

Brief Description of Duties and Responsibilities:

- Identify, evaluate, and onboard international suppliers for raw materials, packaging, machinery, and indirect goods.
- Build and maintain long-term strategic relationships with overseas vendors to ensure supply chain continuity.
- Ensure timely procurement to avoid supply chain disruptions and stockouts.
- Evaluate, select, and manage relationships with qualified suppliers based on cost, quality, reliability, and service.
- Conduct supplier audits and performance reviews periodically.
- Negotiate pricing, payment terms, lead times, and bulk discounts to achieve cost savings.
- Track market trends and pricing benchmarks to inform sourcing strategies.
- Collaborate with inventory and warehouse teams to maintain optimal stock levels and minimize excess or obsolete inventory.
- Ensure alignment of procurement plans with production schedules and sales forecasts.
- Liaise with production, R&D, logistics, finance, and marketing teams to support business operations and new product development.
- Support demand planning by sharing market insights and supplier lead times.

- Coordinate with logistics and warehouse teams to track inbound shipments and ensure timely delivery.
- Resolve any delays, discrepancies, or non-conformance in deliveries.
- Manage end-to-end international purchasing processes, including issuing POs, shipping coordination, and import documentation.
- Ensure compliance with international trade laws, import regulations, and product certification standards (e.g., SFDA)
- Collaborate with production, R&D, planning, and finance teams to align sourcing with forecast demand, new product development, and cost targets.
- Provide timely updates on lead times, shipment ETAs, and cost changes.

4. Position: **Sales & Marketing**

4.1. Company Name: Goolden Tools Trading LLC

4.2. Dubai United Arab Emirates

4.3. Duration: March 2020 to February 2021

Brief Description of Duties and Responsibilities:

- Identify and target potential clients such as contractors, architects, builders, distributors, and construction firms.
- Build and maintain strong, long-term relationships with key accounts.
- Achieve or exceed monthly, quarterly, and annual sales targets.
- Monitor sales pipeline and provide accurate forecasts to management.
- Analyze market trends, pricing strategies, and competitor offerings.
- Provide feedback to product and strategy teams for improvement.
- Promote products via social media, email marketing, and construction trade platforms.
- Support print marketing, brochures, outdoor advertising, and exhibitions.
- Collect customer insights and feedback to improve products and service offerings.
- Report customer trends, project developments, and builder/distributor movements.
- Assist in developing and executing marketing plans to promote building material products in key regions or sectors.
- Negotiate pricing, payment terms, and delivery conditions.
- Prepare quotations and close sales professionally and profitably.
- Help position new or premium building materials in the market effectively.
- Conduct product demos and answer technical or commercial questions.
- Meet or exceed monthly, quarterly, and annual sales targets.

- Track personal performance against KPIs and sales quotas.
- Present and promote products or services to customers, highlighting key features and benefits.
- Track personal performance against KPIs and sales quotas.

Academic chronicle profile

- **Bachelor Logistic and Supply chain Management**
 - Mysuru University,
 - Karnataka, India.

IT Skills & Certifications:

- Familiar with windows Xp, windows 7, and Microsoft office 2024 (Microsoft excel, Microsoft word and Microsoft power point)
- Familiar software in Zoho, Daftar
- Strategy and Operation: International business Management institute (IBM) Berlin Germany
- CIPS LEVEL 4 from UK – Present

Personal Information:

- Nationality : Indian
- Date of Birth : 04th July 1997
- Sex & Marital Status : Male /Married
- Passport No : S8923362
- Passport Expiry Date : 23th December 2028
- License Number : SN 040043159XXXX
- Language : English, Arabic, Tamil, Malayalam

Avowal

It is therefore asserted that this document is an interpretation of my edificial and supplemental application and the information specified here is true to the finest of my comprehension.

Signature

Yahkoob Kallan Moidu