



Mohammad Asif

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WORK EXPERIENCE

Integral Services Co WLL – Doha, Qatar

City: Doha | Country: Qatar

Procurement Officer

[07/2024 – Current]

- Collaborate closely with internal stakeholders across departments to gather detailed requirements for materials, equipment, and services, ensuring alignment with business needs and procurement policies.
- Initiate and execute procurement activities in compliance with organizational procedures and Delegation of Authority (DoA), supporting both project-based and routine operational demands.
- Source, evaluate, and engage reliable suppliers and service providers, negotiating for best value in terms of cost, quality, lead time, and after-sales support.
- Coordinate end-to-end procurement and logistics operations, tracking purchase orders and shipment schedules to ensure timely, undisturbed delivery of goods and services.
- Maintain meticulous procurement documentation, including RFQs, purchase orders, contracts, and delivery notes, in line with internal audit and compliance standards.
- Collaborate with the Finance team to verify supplier invoices, resolve discrepancies, and facilitate accurate and timely payments.
- Liaise with Legal and Admin teams to manage contract reviews, approvals, and execution, ensuring contractual compliance and risk mitigation.
- Support vendor prequalification and onboarding, working with the central procurement unit to maintain an accurate and updated supplier master database.
- Monitor and validate any additional charges (e.g., repacking, urgent delivery), ensuring correct allocation to relevant cost centers in coordination with project or operational teams.
- Proactively follow up with suppliers and internal departments to resolve any issues related to product quality, quantity mismatches, or delivery delays.
- Generate regular procurement reports, spend analyses, and performance summaries to support data-driven decision-making and management updates.
- Contributed significantly to high-profile projects by managing procurement lifecycles with a focus on quality, cost-effectiveness, and timely delivery — including clients like Qatar Rail (RKH Metro), W Doha, and Jeem Camp by Bein Media.

Key Skills & Competencies

- Strategic Sourcing & Vendor Management
- Contract & Compliance Management
- Inventory & Logistics Coordination
- Cost Optimization & Negotiation
- ERP Systems (SAP, Oracle, etc.)
- Cross-functional Collaboration
- Market Research & Category Analysis
- Risk Mitigation & Quality Assurance
- Reporting & Procurement Analytics
- Stakeholder Engagement

Desert Cooling - Carrier – Doha, Qatar

City: Doha | Country: Qatar

Procurement Assistant

[07/2023 – 06/2024]

- Coordinated the procurement of equipment and services related to air-cooled chiller systems, ensuring timely acquisition for operations and maintenance needs.
- Assisted in sourcing and managing contracts for chilled water pumps, supporting efficient system functionality and upkeep.
- Worked closely with engineering and maintenance teams to identify procurement requirements for troubleshooting and rectifying chiller system alarms.
- Supported the procurement process for HVAC components including ductwork, air terminals, and accessories, based on real-time project specifications.
- Aided in vendor selection for air terminal equipment, ensuring compliance with performance criteria and design standards.
- Facilitated the procurement of components for duct systems, using knowledge of external static pressure calculations and equal friction method design principles.
- Maintained records of chiller readings and usage to support inventory forecasting and procurement planning for consumables and replacement parts.

 **Applied Aircon Engineers Ltd** – Bangalore , India

City: Bangalore | Country: India

Procurement Associate

[09/2021 – 04/2023]

- Follow-up with vendor/suppliers for on-time supply of materials.
- Maintain and update purchase records, Inward and outward reports for purchase function.
- Prepares purchase orders by verifying specification and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department.
- Prepare reports on purchases, including cost and analyses.
- Obtain purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Streamline procurement processes.
- Review quality of Purchased products.
- Monitor stock levels and place orders as needed.
- Authorize and evaluate goods receipt, and ensure adherence to quality.
- Ensure adequate stock levels.
- Support and coordinate with the various departments particularly with accounts with ease.

 **Virtue Engineering Pvt. Ltd.** – Surat , India

City: Surat | Country: India

Procurement Associate

[08/2018 – 08/2021]

- Identify new and more cost-effective suppliers through participation in industry networking events, purchasing advantageous packages and cutting costs.
- Create Purchase Requisition, convert it into Purchase Order.
- Purchase Order amendments and Vendor follow-up.
- Made valuable contributions to planning of promotions, pricing and inventory levels, enhancing inventory flow, revenue and profits.
- Reduced downtime in warehouse operations by ensuring reorders were aligned with store sales and backlog.
- Oversaw inventory control, accounting and supply reports.

EDUCATION AND TRAINING

Bachelor of Engineering - Mechanical Engineering

HMS Institute of Technology [02/09/2014 – 03/03/2018]

Address: NH4, Kesaramadu Post Kyathsandra, 572104 Tumkur (India) | Website: <https://www.hmsit.ac.in/>

Primavera P6

Udemy

Website: <https://www.udemy.com/>

LANGUAGE SKILLS

Mother tongue(s): Hindi

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Outlook / Organizational and planning skills / SAP MM / Internet user / MS Office (MS Word, MS Excel, MS Powerpoint, MS Outlook, MS Dynamics 365) / Primavera (Basics) / Oracle Fusion / MS PowerBI Desktop

PROJECTS

[12/2024 – Current]

RKH Qatar Metro Project – Qatar Rail

- Responsible for procuring all uniforms and materials required for the RKH Qatar Metro Project.
- Managed Order Management processes, including creating, tracking, and fulfilling orders for uniforms and materials in alignment with project timelines.
- Worked with suppliers to ensure the timely and quality delivery of materials, meeting project specifications and deadlines.
- Coordinated closely with internal teams and suppliers to resolve any issues related to order fulfillment and delivery.
- Utilized Oracle Fusion SCM and Order Management modules to track orders, optimize procurement processes, and ensure smooth material handling.
- Ensured that all order deliveries were on time and in full, contributing to the seamless progression of the project.

[09/2024 – 12/2024]

Jeem Camp Project – Bein Media

- Managed the procurement of new uniforms for kids, supervisors, and other staff for the Jeem Camp project, ensuring international-level quality and timely delivery.
- Coordinated Order Management processes, overseeing order creation, tracking, and fulfillment to ensure all uniforms were delivered on time.
- Managed time management by adhering to strict project deadlines and ensuring that uniforms were delivered within the required timeframe.
- Oversaw team management, working collaboratively with internal teams, suppliers, and logistics partners to ensure smooth operations.
- Communicated effectively with suppliers to address any issues and ensure the high quality of uniforms.
- Monitored inventory levels and ensured the seamless procurement process, from order placement to final delivery, using Oracle Fusion SCM tools.
- Delivered uniforms on time, meeting client expectations and contributing to the overall success of the Jeem Camp project.

[08/2023 – 12/2023]

Hazm Muberik Hospital - Hamad Medical

- Oversaw the entire HVAC installation process for the Hamad Medical Hospital, ensuring compliance with hospital standards and safety regulations.
- Coordinated daily site activities, managing resources, labor, and material to ensure smooth project execution and timely completion.
- Worked closely with contractors, suppliers, and the project team to resolve any issues and ensure the project adhered to deadlines and budget.
- Monitored the progress of HVAC system installations, ensuring high-quality workmanship and alignment with project specifications.
- Managed site logistics, including material delivery and equipment handling, to avoid delays and optimize workflow.
- Ensured strict adherence to safety protocols, minimizing risks and ensuring a safe working environment for all personnel.
- Provided regular progress updates to senior management and stakeholders, addressing any challenges or changes in project scope.
- Ensured the HVAC systems were fully operational before project handover, meeting all performance and quality standards.