

RESUME

Abdul Azeem Aboobakker

Azeemabdul790@gmail.com

Mob: +966 509133493

4+ Years Experience



Objective:

Extensive experience in coordination, planning and support of daily operational and administrative functions; highly assists executives in their administrative duties and competently process confidential information. Knowledge in MS Office; Punctual; Adaptable team player, Open and willing to learn and teach newly acquired skills, Dedicated and focused; able to prioritize and complete tasks and follow through to achieve project goals. A good Document Controller knows which one to prioritize.

Looking For Suitable Position In Below Category:

❖ PROCUREMENT OFFICER

Work Experience:

HYUNDAI / AMIRAL PROJECT

Location : Al Jubail
Designation : Procurement officer
Period : Nov 2024 TO Still Working

ENERGY TECH

Location : Al Khafji
Designation : Procurement
Period : July 2024 TO Oct 2024

EXPERTISE

Location : Al Jubail
Designation : Purchaser Coordinator
Period : Nov 2022 TO Mar 2024

SENDAN

Location : Jubail
Designation : Procurement Assistant
Period : May 2021 TO June 2022

Duties and Responsibilities

- Identify, evaluate, and select suppliers and vendors based on price, quality.
- Source alternative supplier to ensure competitive pricing and reduce risk
- Negotiate pricing, and delivery terms with vendors.
- Coordinate with Vendors.
- Tracking Deliveries
- Preparing PO (Purchase Order) in accordance with company Policies
- Following with Supplier Invoice Process.
- Request for quotation (RFQ)
- Purchase requisition (PR)
- Communication Email between purchaser and supplier
- Documents updating
- Screening the item to the initiator
- Check for accuracy and edit files, like contracts.
- Support Supplier evaluations and Procurement Reporting.
- File documents in physical and digital records.
- Retrieve files as requested by employees and clients.
- Maintain confidentiality around sensitive information and terms agreements.
- Prepare reports on projects as needed.
- Financial transaction and documents.
- Develop and maintain a filing system.
- Maintain Procurement Records
- Maintaining Monthly Log.
- Monitor vendor performance to ensure compliance with contractual obligation.
- Maintain accurate records of purchases, pricing, and delivery information.
- Preparing Monthly Report attachment

Key Skills

- Strong negotiation and analytical skills
- Knowledge of procurement software (e.g., SAP, Oracle).
- Familiarity with contract law and supply chain management principles
- Effectively follow the company's standard operating procedures in submissions of documents. Standard document submissions must take
- Ensures that all documents have no errors in file names, submissions, etc. before submitting it to the next department to avoid confusion.
- Attention to detail and strong organizational abilities
- Communication and interpersonal skills
- Strong communication and organizational skills.

Educational Qualification:

Graduation:

- ❖ Bachelor of Commerce and Management (BCOM)

Computer Literacy:

- ❖ **MS Office Application** : MS Word, MS Excel, MS PowerPoint, MS Access
- ❖ **Operating System** : Windows 7, Windows 8
- ❖ **ACONEX**

Primary Assets:

- ❖ Good Communication & Inter Personal Skills and Good Analytical & Problem-Solving Skill
- ❖ Positive outlook and open-minded approach
- ❖ Aptitude for learning new assignments & determined approach towards work environment
- ❖ Punctuality shows your dedication to attending meeting on time.
- ❖ Ability to listen to others highlights your attention when communicating with customers.
- ❖ Problem solving in workplace.
- ❖ Flexibility & Hardworking and Sincere & honest
- ❖ Ability to work in a Highly Motivated Team Environment
- ❖ Capacity to learn a new proficiency with every new assignment
- ❖ My career goal and Aspiration is to become one of the highly effective members of my organization.

Personal Profile:

Name : Abdul Azeem AboobakKer
Marital status : Single
Nationality : Indian
Mobile No : 0509133493
Iqama Number : Transferable
Email : azeemabdul790@gmail.com
Additional : Quick learner, computer literate, honest
Dependable self-motivated

Linguistic Skills:

English, Hindi, Kannada, and Malayalam

Areas of Interests:

I.T : Systems Consultant, Data Entry Operator, Software Developer.
Sports : Workout gym, Cricket, Football, volleyball
Hobbies : Learning New Things, Making Friends, & Surfing

DECLARATION

Hope you will consider at above my experiences and my capability of work done, which were assigned to me. I assured personal attributes including dedication to the job, ability to maintain a good relation with superior officers and colleagues, effectiveness in working under pressure either independently or a part of a team.

ABDUL AZEEM ABOOBAKKER

EXPERIENCE CERTIFICATE

This is to certify that Mr.Abdul Azeem Aboobakker, Indian Nationality has been working At **Expertise Contracting Company** as a Purchaser Coordinator from Nov 2022 to March 2024. He has been working at **LOX TANK PROJECT**.

During This Service With As We Found Him Hardworking, Co-Operative And Experienced In Performing His Duties And Responsibilities To A Satisfactory Level.

This Certificate Has Been Issued Upon The Request Of The Employee For Whatever Legal Purpose It May Serve Him Best.

For Expertise Contracting Company,


Eng. Sajir Tayif
Project Manager





سندان
SENDAN

Ref. No: Emp.20653No/000377

Date: 15/06/2022

SERVICE CERTIFICATE

This is to certify that **Mr. Abdul Azeem Aboobakker** a Indian National bearing Passport no. V4043707 has worked with us from May 2021 to June 2022 at the time of relieving, his designation was **Procurement Assistant**. This certificate is issued based on the request of the individual and without any liability to the Company.

We wish him every success in his future endeavors.


RAJI SAHWAN
HR ADMIN MANAGER



ADM-FM086

Rev.05

25/12/2017

شركة سندان الدولية المحدودة

سجل تجاري : ٢٠٥٥٠٠٤٢٤٤



SENDAN International Company Ltd.

C.R. 2055004244

ص.ب ١١٠٤٩ ، طريق ١١٤ ، مدينة الجبيل الصناعية ٣١٩٦١ ، المملكة العربية السعودية ، تلفون : ٣٤١ ٢٣٤٣ (٠١٣) (٧ خطوط) ، فاكس : ٣٤١ ١٢٨٨ +٩٦٦ ١٣
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