

MOHAMMAD ZAHID (Procurement Engineer)

Dhahran, Dammam, Saudi Arabia
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License: Saudi Valid Driving License
Visa- Transferable



SUMMARY OF SKILLS & EXPERIENCE:

Experienced Procurement Engineer with 8 years in the Manufacturing, EPC and Lighting industry. Demonstrated expertise in managing procurement processes for Manufacturing company in EPC projects and LED Lighting Industry. Proven ability to optimize procurement operations, reduce costs, and ensure timely delivery of materials and services. Skilled in strategic sourcing, contract management, and cross-functional team collaboration.

EDUCATIONAL QUALIFICATIONS

- Bachelor of engineering in **Electrical and electronics** from Sagar institute of technology, JNTU Hyderabad in 2015.
- 12th from USS College BSEB in 2011.

Software package : Proficiency in ERP (microtec) ,MS Office, AutoCAD Basic knowledge, Dialux for lux level report.

WORK EXPERIENCE:

Organization: Advanced Lighting Company (lighting manufacturer)
Dhahran, Saudi Arabia

Since April' 2023 to present

Designation: Procurement Engineer

Duties and Responsibilities:

- Lead the procurement process for raw materials and components required for the production of lighting products, ensuring compliance with quality standards and timely delivery.
 - Negotiated contracts with suppliers and vendors, securing favorable terms and conditions.
 - Conducted market research and supplier evaluations to identify cost-saving opportunities and ensure quality standards.
 - Coordinated with engineering, manufacturing, and project management teams to align procurement activities with project timelines.
 - Utilized ERP systems for purchase order management, Sale Order management, inventory tracking, and reporting.
 - To make, handle and maintain good relationships with the clients.
 - Implement and optimize procurement strategies that reduce lead times and improve overall supply chain efficiency.
 - Assisted in managing the procurement of lighting components, tools, and equipment, ensuring all items were sourced within budget and delivered on time.
 - Liaising with other members of the sales team and technical experts.
 - Understanding the customer project requirements and providing accordingly.
 - Recording and maintaining client's contact data.
 - Analyzed supply chain data to identify inefficiencies and develop solutions to improve performance.
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Organization: Global Supply Solutions Company (Lighting Supplier)

Dhahran, Saudi Arabia

Since September' 2017 to Jun 2023

Designation: Procurement Engineer**Duties and Responsibilities:**

- Lead and manage the procurement of LED lighting fixtures for both commercial and residential applications.
- Negotiated with suppliers to secure the best terms, reduce costs, and ensure timely deliveries while maintaining high standards of product quality.
- Lead procurement activities for large-scale engineering projects, ensuring timely acquisition of materials and services.
- Managed inventory levels to avoid stock outs and reduce excess inventory costs.
- Collaborate with engineering and production teams to forecast demand and plan inventory.
- Implemented inventory management systems to monitor stock levels, track material usage, and minimize waste.
- Utilize ERP systems to track procurement orders, manage inventory, and generate reports to forecast demand and optimize stock levels.

- Conducted research and testing on materials to assess their suitability for various engineering applications.
- Designed experiments to evaluate material properties such as strength, durability, and conductivity.
- Worked closely with manufacturing teams to troubleshoot material-related issues and develop solutions
- Provided technical support to colleagues and customers regarding material selection, processing, and performance.
- Contributed to the development of new materials and processes to improve product performance and cost-efficiency.
- Collaborate with engineering and production teams to forecast demand and plan inventory.

MOHAN MECHEM PROJECTS PRIVATE LIMITED

Thane, Mumbai India

Since August 2015 to July 2017

Designation – Procurement Coordinator

Duties and Responsibilities:

- Coordinate and manage procurement activities across all project phases, ensuring timely delivery of materials and services.
- Issue RFQs (Request for Quotations) and evaluate supplier proposals based on price, quality, lead time, and compliance with technical specifications.
- Collaborate with engineering and project teams to understand material requirements and project timeline.
- Maintain accurate procurement records, including purchase orders, delivery schedules, and vendor communications.
- Negotiate with suppliers to secure competitive pricing, favorable terms, and reliable delivery schedules.
- Monitor and track the status of purchase orders to ensure on-time delivery and escalate delays or risks proactively.

PERSONAL DETAILS

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| • FATHER'S NAME: | ABDUL JABBAR |
| • DATE OF BIRTH: | JUNE '23 rd , 1993 |
| • MARITAL STATUS: | MARRIED |
| • NATIONALITY: | INDIAN |
| • LANGUAGES KNOWN: | ENGLISH, ARABIC, HINDI |