

MUHAMMAD BASHIR

Procurement | Accounting & Finance Professional

Professional Summary

Results-driven Procurement Officer with over 6 years of experience in managing end-to-end procurement operations within the construction industry in Saudi Arabia and Pakistan. Skilled in sourcing quality vendors, negotiating contracts, tracking purchase orders, and ensuring timely material delivery to meet project deadlines. Known for enhancing procurement efficiency, maintaining strong supplier relationships, and supporting large-scale construction initiatives through strategic purchasing and cost control.

Professional Work Experience

Raisco Construction Company| Procurement Officer

Feb 2024 – 25 Jun 2025

- Managed procurement of construction materials and site equipment.
- Developed vendor relationships and negotiated competitive pricing.
- Tracked inventory and coordinated timely delivery to project sites.
- Maintained accurate procurement records and purchase orders.

MDT Construction Company | Procurement Officer

March 2023 – Jan 2024

- Oversaw the procurement of site materials, machinery, and construction tools.
- Built and maintained strong vendor relationships to ensure consistent material supply.
- Reduced lead times by improving communication between warehouse and suppliers.
- Collaborated with finance for accurate invoice processing and payment scheduling.

Cascata Construction Company (Pvt) Ltd | Operations Manager

Jan 2021 – Oct 2021

- Oversaw daily operations for power and industrial installation projects.
- Demonstrated professionalism, dedication, and strong knowledge in managing site operations.
- Praised for sincerity, honesty, and hardworking attitude by company leadership.
- Maintained a professional approach and excellent communication with clients and teams.

Educational Background

Bachelor of Business Administration (BBA)

Iqra National University, Peshawar

Sep 2016 – Jul 2021

- Focus: Finance, Accounting, Management

FSc Pre-Engineering

ICMS, Peshawar

Feb 2012 – Jun 2014

Awards & Activities

- Operational Excellence – Cascata Construction Company
- Procurement Support Excellence – MDT & Raisco Projects
- Team Collaboration Award – Salini Saudi Arabia Co. Ltd.

Contact

Riyadh, Saudi Arabia

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Core Skills

- Procurement & Vendor Management
- Purchase Order & Delivery Tracking
- Construction Material Sourcing
- Cost Reduction & Price Negotiation
- Invoice Coordination & Documentation
- Team Collaboration & Demand Forecasting

Technical Skills

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Procurement Logs & Reporting Tools
- Inventory and Delivery Scheduling

Certification/Short Courses

- NEBOSH International General Certificate in Occupational Health & Safety.
- IOSH Managing Safely.
- Experience Certificate – Cascata Construction Company (Pvt) Ltd.

Languages

- English (Fluent)
- Urdu (Native)
- Pashto (Native)