

CURRICULUM VITAE

MAHAMMAD IRSHAD

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Sales and marketing/ business coordinator/procurement/Buyer



Career Objective:

Looking to obtain a challenging position where I can contribute my skill, Knowledge and experience to the growth of organization that enables personal growth through excellence

Skilled in collaborating with both suppliers and external departments to support the realization of business and financial objectives, enhancing productivity and implementing initiatives to achieve substantial cost reductions. Collaborative communicator, strengthens and negotiates with suppliers to purchase products at best cost.

- Skills
 - Buying / purchasing
 - Cost reduction planning
 - Supplier management
 - Relationship management
 - Contract administrative
 - Stock / cost control
 - Continuous improvement

Work Experience

- **Indus Edge General Contracting Est – Jubail, KSA (Present, from Dec 2019) – Business Coordinator (sales and marketing)**

Currently working as Business Development Executive with following responsibilities;

- Creating and implementing sales strategies and identifying new markets to enter
- Conducting market research to identify new business development opportunities
- Establishing and maintaining effective relationships with clients via email, phone and in person
- Coordinating and arranging client events, meetings, appointments, and conferences
- Distributing agendas, quotations, proposals, cost estimates, and briefing documents for internal and external meetings
- Tracking submitted proposals and providing feedback to management
- Maintain clear and accurate operations documents/procedures for reference purposes
- Identify problems in operations process and resolve them in quickly and timely manner
- Assist managers in day-to-day coordination and management of business operational activities
- Providing effect administrative support
- Verifying purchase order, invoices for efficient business operations
- Creating and maintaining client's database for mobilization, demobilization and payments

- **ARAS Trading & Contracting Co – Riyadh, KSA , Buyer/Procurement coordinator (Feb 2019 to Dec 2019)**

Worked as a Procurement Coordinator / Buyer with following responsibilities;

- Issuing RFQs for different suppliers for the approved Purchase Requisitions (PR) and preparing Analysis of Quotation (AOQ) to finalize the best sourcing
- Responsible to ensure P2P process is followed throughout the purchasing functions
- Processing Purchase Orders (POs) and liaising with suppliers for the delivery of materials / job completion as per the specifications/SOW approved
- Responsible to maintain vendor records & maintain strong relationship with suppliers to achieve cost reductions and timely supply
- Coordinate with Stock point for creation of GRNs upon material receipt
- Verify supplier invoices and coordinate with finance for invoice processing and settlement

- **Featherlite Furniture Co (Jun 2016 – Mar 2017) – Sales & Marketing Executive;**

Worked as a Sales & Marketing Executive in one of the Showrooms in Bangalore with following responsibilities;

- Preparation of Quotation and follow the clients to finalize the deals
- Responsible to manage & identify the shortages and replenish the stocks
- Identify the opportunities for new designs and arrange for stocks
- Responsible to generate invoices and follow up for collection
- Preparation of Monthly Sales reports to Management
- Work with management to prepare monthly advertising & marketing activities

- **Vodafone India Pvt Ltd (Jun 2015 – May 2016) – Sales Executive;**

Worked as Sales Executive in one of the retail outlet of Vodafone in Bangalore, India.

- Coordinate with walk in clients, understand their requirements and brief the clients about the available Services packages, promotions & bundles
- Verification of documents and create request to process in data base
- Activate client's options as per their needs, payments posting and closing the orders
- Work with in-house team for the development of new packages
- Creating data entry and follow ups

Academic Qualification :

Course	Institution	Board /University
Bachelor's of Business Management (BBM)	St. Philomena College- Puttur	Mangalore University
Pre-University Course (PUC)	St. Philomena College - Puttur	Department of Pre-University Education
Secondary School (SSLC)	Govt. Pre- University -College Uppinangady	Karnataka State Secondary Education Board

Specialization: Financial Management, Marketing Management & Computer Science

Computer Knowledge :

Operating System: Good Knowledge of Word & Excel

Key Strengths:

- Good Verbal and Written Communication Skills
- Ready to accept challenges & willingness to learn
- Easily Adjustable in any Environment
- Good Negotiation skills

Personal Details :

Date of Birth : 29-03-1992
Nationality : Indian
Marital Status : Single
Driving License: Valid (KSA License)
Iqama : transferable

Languages Known :

Languages	To Speak	Read & Write
English	✓	✓
Hindi	✓	✓
Kannada	✓	✓
Malayalam	✓	--
Arabic	--	✓

Hobbies :

- Watching News
- Participating in Sports activities like Cricket & Football

Declaration:

I declare that the information given above is true to the best of my knowledge.

MAHAMMAD IRSHAD