

CURRICULAM VITAE

MOHAMMAD NIZAM

DOB- 10th Jan 1992 (29 Yrs.)

Male, Married

Career Level- Experienced Professional

AL-KHOBAR, AL SHAMALIYA, KING ABDULLAH 19TH STREET

ZIP- 34413, KINGDOM OF SAUDI ARABIA



Mob. No: +966 56 940 1892 Call/ WhatsApp

Skype id- md. nizam1359, Email- nizam252@gmail.com

Language known- English, Hindi, Oriya, (speaks, read & write)

EXPERIENCE - 9 YRS.

Local Transfer Available.

Validity of IQAMA: 22.09.2022

POST APPLYING FOR

Procurement Coordinator | Buyer | Procurement Specialist | Procurement Officer

Professional Summary:

Globally Procurement experience Multi-skilled Professional with 9 years of Experience in **local and Overseas in Industrial, Mechanical, Electrical, Oil & Gas, safety, Marine items, FMCG Packaging item Raw materials** and solid background in Strategic Sourcing, Negotiation, Commodity Management, Vendor Development, Purchasing System, Supply Chain & Import-Export.

Education

Degree	Board/ University	Year
BACHELOR DEGREE- COMMERCE	UTKAL UNIVERSITY	2013
TALLY ERP.9	CLASSIC COMPUTER	2012
PGDCA & SOFTWARE	CLASSIC COMPUTER	2010

Work Experience:

SAAD AL ESSA GROUP

SUBSIDIARY OF EMKAN HOLDING

ABQAIQ-SAUDI ARABIA

PROCUREMENT SPECIALIST

26.03.2022 TO NOW

- Procure all necessary raw materials, tools, machinery, delivery truck, needed for operation of the company.
- Prepare purchase order on SAP.
- Project materials purchase like Consumable, Electricals, Safety, Building & construction, IT materials, Scaffolding Materials, welding Rods (Lincoln, ESAB, HOBART, HYUNDAI, BOHLER), Camp Materials, Refreshment Materials, Lubricants, Industrial Cylinders, welding consumable Materials.
- Negotiate the purchase of material, equipment and other services ensuring that these meet specifications and can be delivered at the correct time and at the most favorable prices
- Organize, update, and retain product information files and purchase order records.
- Arrange transport of goods and track orders to ensure timely delivery.
- Blasting materials purchase Like Copper slag, Coal Slag, Garnet.
- Update internal databases with order details (Vendors, Quantities, Discounts)
- Purchasing of Special coating materials and machinery.
- Evaluate offers from vendors and negotiate better prices
- Project special Materials purchase from International Vendors.

AL RAQA CONTRACTING COMPANY:

Trading & Contracting Company
AL-KHOBAR- SAUDI ARABIA

BUYER

26.12.2021 To 28.02.2022

- Research, select and purchase quality products and materials as per the project requirements.
- Build relationships with suppliers and negotiate with them for the best pricing.
- Coordinate with inventory team, management, and stockroom as required.
- Raising orders and supplies.
- Controlling and managing material purchasing activities with the external suppliers of the Company.
- According to the production schedule purchase the required equipment, materials and components.
- Maintain data on sources of supply, prices and quantities of items purchased for management information.
- Place purchase order with selected vendors, review and approve orders that are within the delegated authority limits.
- Maintain up-to-date lists of contractors, suppliers, vendors and pricing arrangements.
- Process supplier's payments before due date.

QL-TRADING & INDUSTRIAL SUPPLY

General Trading (Import-Export)

New Delhi-110034, **INDIA**

Assistant Purchase Manager.

15 OCTOBER 2020 To 30 OCTOBER 2021

- Coordinate with vendor for negotiated price with equivalent approval of rates.
- New vendor development.
- Responsible for International purchasing, Logistics Operation.
- Produce reports and statistics using computer software.
- Coordinates and ensures smooth process of purchase requests allocated by Senior Purchasing Manager.
- Train and supervise the team's work to ensure excellence performance.
- identify potential suppliers, visit existing suppliers, and build and maintain good relationships with them.
- Negotiate and agree contracts and monitor their progress and check the quality of service provided.
- Process payments and invoices.
- Import-Export Paper documentation.
- Purchase order approval.

H.R. EXPORTS PVT. LTD. (INDIA RICE MILLERS AND EXPORTERS)

New Delhi-110034, **INDIA**

Purchase Executive

1 MAR 2018 To 30 Sep 2020

- Procurement of Raw Material & Packaging materials based on requirement.
- Handle purchase of Mono-carton, Laminated, Jar, PP Bag, Jute Bag, Non-woven bag, BOPP, Plastic Pouch, Polly Bag, Master Bag, PP Inner & Outer, Labels and CFB Box.
- Analysis of quotations, making comparative statement and finalize purchase order with Right source of supply.
- Searching vendors for different products and selecting them on the basis of quality.
- Conducting line trial & testing on packaging material during development stage to ensure quality of PM & Machine ability
- Artwork development through print proofing, online approval, Shade card approval.
- Preparation of packaging material Specifications.
- Liaise with warehouse staff to ensure all products arrive in good condition
- Key Skills: Work experience as a Purchasing Coordinator, Purchasing Assistant or similar role
- Solid Work experience on Aahar ERP software, Proforma making, Job Order making, Purchase order making

BAWARIJ AL-KHAIR TRADING & CONTRACTING COMPANY

General Trading Company.

Kingdom of Saudi Arabia.

Purchasing Coordinator (Local / International)

4 JANUARY 2016 TO 2 Feb 2018

- Handling responsibility purchasing direct or indirect material as required either local or international.
- Communicate and negotiate between local and international colleague, customer, and supplier.
- Monitor all purchase requisition and handle adjustments with vendor.
- Coordinate with accounts department for invoice processing.
- Create and send purchase order to suppliers.
- Negotiate and Renegotiate contract with suppliers
- Maintaining and developing relationships with existing customers in person and via telephone calls and Emails
- Sourced, selected and negotiated for the best purchase package in terms of quality, price, terms, deliveries And Services with the supplier.
- BKT company was doing B2B supply chain business so after getting correct information I was offering Quotation to customer.
- Coordinated with suppliers to ensure on-time delivery and receipt of invoices and delivery notes from them.
- Attached invoices and delivery notes to local purchase ordered as well as checked the details of materials Delivered.

UTKAL MARINE SERVICE CO.

CUTTACK, ODISHA, INDIA

Buyer (Local / International)

17 JUNE 2013 TO 26 Dec 2015

- Identifying Technical requirements of PR for Vessels as per warehouse/port Engineer request.
Identifying reliable register vendors to get best offer and delivery time.
- Responsible for all purchasing activities for vessels and associate division within the group and its associate operations.
- Review and ensure that all PR Technical Details with supplier offer/sample photo or Sample/IMPA Number (International Marine Procurement Association) Delivery Time/Payment Terms/Currency of offer.
- Taking Additional Technical clarification for sensitive/required item such as Deck item/Radio Signal/Radar item with Vessels/Port Capitan/Port Engineer.
- Making Price Evaluation draft on Excel to take approval from purchase Supervisor / Manager.
- Negotiate with vendors and deliver in time for best result to the company.
- Making Purchase Order of offer for approved Vendor in **JDE 9.1** (ORACLE Edwards Enterprise One)
- Track record and Delivery follow up with Local / International Vendor.
- Checking GR (Goods Receipt) Generated or not for ordered PR.

Skills: Negotiating & Network Skills, SAP, ERP, V-LOOKUP, H-LOOKUP, Pivot table, Supplier Management, Negotiation with vendors, Time management, Creativity and Problem Solving, New vendor development, Price Negotiation, E- Procurement, Logistics Management, Import operation, MS-Excel, word, Outlook. Proforma Invoice, Commercial Invoice, Packaging List, Certificate of Origin, Purchase Order, Import Purchase, Import-Export Documentation, Supply Management, Administration, Strategic Sourcing, Procurement Contract.

Declaration:

I do hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

Current Location: - AL-KHOBAR - Saudi Arabia