



Mohd Owais Wani

Aug 12, 2022

Al-Mutawa Holding
UAE

To Whom It May Concern,

The purpose of this letter is to express my strong interest in working as a **Materials Coordinator** at **Al-Mutawa Holding, KSA**. As a Procurement Professional at IBM for the past 2 years, I have been able to develop my industry skills while working with a diverse team from around the world and enhancing my professional development. Prior to that, I worked as a civil engineer for three years. Upon my departure, I assumed responsibility for the entire cycle of operations for the Steel Fabrication Unit of the company, including estimation, procurement, fabrication, and delivery.

As part of my commitment to keep up with the fast-paced industry, develop my skills further, and gain a deeper understanding of the Supply Chain Industry, I recently enrolled in an MBA program for Logistics, Materials and Supply Chain Management, and committed to completing the program while working for a prestigious organization as **Al-Mutawa Holding**. As part of my efforts to develop business and leadership skills, I am also pursuing CIPS and CAPM certifications. It is my dedication, proactiveness, and go-getter attitude that make me a suitable candidate for this position, and I believe that **Al-Mutawa Holding** can serve as a solid platform for my professional success.


It would be an honor to join your team and I would appreciate the opportunity to discuss my prior experience in more detail.


As of now, I am on a visiting visa in the United Arab Emirates that will expire in the first week of November.


Thanks for taking the time to consider my request.

Sincerely,

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The desire to learn new things never ceases to exist in me. I am a professional with a Go-Getter attitude who strives to deliver to the best of my ability. My ability to learn on the go, as well as my willingness to take on additional responsibilities sets me apart from my peers. I am interested in working in an organization that provides a professional work environment that enables me to use my knowledge, skills, and experience so that I can grow while achieving organizational goals.

EXPERIENCE

APR 2020 – PRESENT

PROCUREMENT PROFESSIONAL, IBM

- During the tenure of two years, I was involved in the implementation of two procurement projects. Industries involved were food and steel.
- **Buyer** – Responsible for creating POs using D365 and SAP S/4 Hana. Over the course of 1H of 2022, I created POs for various departments including R&D, MRO, Marketing amounted to more than 100k \$.
- **Buyer** - Responsible for managing the Helpdesk and addressing questions related to POs such as changes, expeditious, short closings, etc.
- **Buyer** - Helped MRO Category Managers with low dollar sourcing requests.
- **Buyer** - Extracted reports related to Spend, MDM, Volumes, etc. as needed by the client.
- **Vendor Management** - Responsible for creating and maintaining the Master Data for Suppliers in SAP S/4 Hana prior to Go Live. As the data included critical information, such as banking details, used during the invoice payment process, there was no scope for error. A thorough review of all documentation related to onboarding was also necessary for every supplier.
- **Subject Matter Expert** - Responsible for creating, implementing and managing P2P Process Flows and Standard Operating Procedures / DTPs for successful implementation of the project.
- **Subject Matter Expert** - Assist in providing and overseeing knowledge transfer training to the client and internal delivery team once the process has stabilized.
- **Lead** - Managed both the internal team and the client's MDM team as the point of contact.
- **Upskilling** - For my personal growth actively participated in emerging technologies such as Cloud Core, Watson and Cloud Foundations, IBM Automation Compass, and Cognitive Practitioner.
- Twice awarded =quarterly Cash Award for "Best Performance" in 2021.
- In 2022, nominated for Best Performance and received a reward of 1,000 dollars USD.
- **ERPs used** – D365, SAP S/4 Hana, Service Now, Blue Works Live.

2016 – 2019

CIVIL ENGINEER, ABID BUILDERS & SUPPLIERS

- Over the course of my three years of employment, I began as a site engineer, and by the time I left, I had assumed additional responsibilities such as Estimator, Buyer, etc.
- **Engineer** - Oversees the entire cycle of operations for the Steel Fabrication Unit of the company, starting with estimation, procurement, fabrication, and logistics.
- **Engineer** - In the case of construction-based projects, performed site visits and supervision of workers and other staff.
- **Engineer** - Preparation of drawings using Auto CAD and purchase of materials once approved.
- **Buyer** - Purchase of materials from local sources as well as manufacturers located throughout the country.
- **Buyer** - Negotiations of the rates with the suppliers as well as liaising with the logistic providers for both supply and delivery.
- **Buyer** - Evaluation and submission of tenders using CPPP and SPPP portals.
- **Software's used** - AutoCAD, STAADPRO

EDUCATION

JULY 2022 TO PRESENT

MBA - LOGISTICS, MATERIALS AND SUPPLY CHAIN MANAGEMENT, DR. D. Y. PATIL VIDYAPEETH

As part of my commitment to keep up with the fast-paced industry, to develop my skills further, and to gain a deeper understanding of the Supply Chain Industry, I recently enrolled in an MBA program for Logistics, Materials and Supply Chain Management, and committed to completing the program while working. The degree is been delivered through Online mode as it has been curated for working professionals.

2012 TO 2016

CIVIL ENGINEERING, ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY

Completed the degree with a CGPA of 7.6 out of 10.

2010

SENIOR SECONDARY SCHOOL, TYNDALE BISCOE SCHOOL

Passed - 89.9%.

2008

HIGH SCHOOL, NEW ERA PUBLIC SCHOOL

Passed - 87.2%.




INTERPERSONAL SKILLS

- Ability to rapidly build relationship and setup trust.
- Confident and determined.
- Ability to cope up with difficult situations.
- Independent and quick learner.

INTERESTS

- CAPM (In Progress)
- CIPS (Level 4 – In Progress)
- Cloud (basics)
- Microsoft Office Tools

ACTIVITIES

-  Football
-  Video Games
-  Exploring and learning new skills

REFERENCES

- Available on request

PERSONAL DETAILS

- Indian Passport Holder
- Date of Birth – 04/05/1992
- Residence – Jammu & Kashmir, India