***CURRICULUM VITAE***

**Ahmed Naimuddin Owais**

**Mobile No KSA: +966 55 686 7332**

**E-mail**: Naimuddin\_avez@yahoo.com



**Objective:-**

* Seeking a Challenging and Responsible Position in your organization with a professional field of Procurement specialist, or contract admin

where I can utilize my skills and experience for the development of organization.



**EDUCATIONAL PROFILE:-**

**B.S.C (Bachelor of Science) from Bangalore University in India**

**CPP (Certified Purchasing professional)**

**Six Sigma**

**OTHER CERTIFICATES:-**

**ISO 9001: 2000 (QMS Awareness Training Course) Conducted BY SGS**

**Competency Certificate in Time Management presented by Flex train.**

**Time management**

**Presentation Skills**

**Computer Proficiency & Technical Skills**

SAP, ERP Business by design, Oracle, AX Dynamics, D365, Microsoft office (MS Word, Out Look, Excel, Power Point). Basic knowledge of SQL (Structured Query Language)

**EMPLOYMENT DETAILS:**

Working as an Operations CO-Coordinator / Planner in **OLAYAN KIMBERLY- CLARK**

**(KLEENEX TISSUE CONVERTING CO**) DAMMAM-KSA Nov 2013- at Present.

**Responsibilities:-**

* Prepare the PR’s and follow up for the PO with buying team for all the indirect purchase for the production team day to day requirement.
* Verifying the vendor documents before creating the vendor accounts into the ERP system.
* Generate the Daily Production report from the SAP system to prepare the OEE report and Up-date for the Tier 3 and Tier 4 Leadership Meeting.
* Lead the Production Scheduling & Planning for 16 weeks production plan in weekly buckets with capacity & Asset utilization.
* Liaising with Operations team to ensure that production Plans are aligned to operational capacity.
* Working Closely with material management team to ensure that raw material and packaging are available to meet planned production.

**EMPLOYMENT DETAILS:-**

Worked as the senior buyer in, **OLAYAN KIMBERLY-CLARK**

**(KLEENEX TISSUE CONVERTING CO**.) DAMMAM- KSA 2003 **TO Oct 2013**

**Responsibilities:-**

* Conduct RFI/Q/P (Request for information / Quotation information / Proposal
* Negotiate Prices, Supply contracts and payment terms with suppliers / vendors in order to meet specified quality, Quantity, Delivery and cost objectives.
* Make Business Decisions about where and when to buy certain Assets, Raw material based on the organization requirement.
* Drafts and Submits Budget proposals and Recommend Budget changes as needed.
* Implement sourcing plans with the goal of assuring specified quality, Required delivery Lead time and minimizing the total cost of the products and services.
* Reviews Purchase requisition and vendor documents before creating the Purchase orders into the system for further management approval process.
* Ensure that the products and supplies are of high quality.
* Communicates with vendors on status of outstanding orders as well as discrepancies with quantity & quality.
* Makes regular follow up of materials with the suppliers and adjust orders based on mill requirements.
* Maintain and up-date list of suppliers and their qualification. Delivery Lead time and potential future Developments.
* Verifying all the transmittal supplier Invoices before submitting the documents into the accounts team.
* Create and maintain good relationship with vendors / supplier.
* Ensure Compliance with Environment, Health and safety regulations.

**EMPLOYMENT DETAILs:-**

Worked as the Warehouse Supervisor in **MAK Intermediate**- JEDDAH-KSA **1998 TO Oct 2003**

**Responsibilities:-**

* Ensure The Raw Materials, Finished and Semi Finished Goods received in the warehouse from the Local or import vendors up-date in the system within 24 hours and issue the material as per requirement from the Departments through proper documents.
* Coordinate the movement goods transferred to the other internal warehouses
* Ensure all the documents such as invoice of the vendors submitted to accounts team on time for timely payment for the suppliers/vendor
* Prepare the reports of the material received and Present to the management or distribute to all the stake holders
* Prepare the yearly budget for the warehouse
* Supervise the Warehouse Team
* Ensure and monitor that all the orders dispatch to the customer on time and keep the track
* Ensure that the warehouse team prepares the daily dispatch tracking report and circulates the report to all the stake holders
* Take the monthly and yearly inventory of the warehouse
* Prepare the list of the slow or non-moving items and report to the management
* Use good result orient Transport company which serves on time to Achieve the Goals
* And take care of all the assets of the warehouse & housekeeping.
* Responsible to maintain safety and discipline in the work area and record the number and nature of the accidents and ensure safety principles are followed

**EMPLOYMENT DETAILS:-**

Worked as the Procurement Material Co-ordinator in **Modern Electronics**- JEDDAH-KSA **1996 TO Oct 1998**



**STRENGTHS:**

* Convincing skills with a friendly tone and friendly nature.
* Ability to work in a team and be a individual contributor
* Strong inters personnel & communication skills.
* Handling pressure.



**PERSONAL INFORMATION:**

* Name : Ahmed Naimuddin owais
* Civil status : Married
* Nationality : Indian
* Religion : Islam
* Linguistics : English, Hindi, Urdu, and Arabic.

Iqama Status **:** Transferable