



# CURRICULUM VITAE

**MOHAMMAD ABDUL RAFEEQ**

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## CAREER OBJECTIVE

### Qualifications:

B.COM: (Bachelor of Commerce-Accounts).

Saudi Organization for Certified Public Accountants (SOCPA)

PGDCA: - Post Graduate Diploma in Computer Application.

### Certifications Completion

Online from Udemy:

SCMPSC-Strategic Cost Management for Procurement & Supply Chain.

PM - Procurement Management

### Technical Skills: -

Computer Skills: Ms-Office (Ms-Word, Ms Excel,

PowerPoint & Software

(Aconex, ERP Software's: IFS /Dynamic).

(Aconex, ERP Software's: IFS /Dynamic).

### Career Experience Summary:

Procurement Officer & Coordinator: (GTS-German Technical Service-Riyadh).  
June-2019 to till date.

Procurement Officer & Coordinator: (EMW- Electro Mechanical Works-Riyadh).  
Jan-2019 to June-2019.

Procurement Officer: (FNSS Middle East Co-Riyadh)  
Jan-2016 to Nov-2018.

Procurement Officer: (Maytas Infra Saudi Arabia-Jeddah) April-2013 to Dec-2015

Procurement Secretary- Document Controller: (Axal Arabia Construction Co-Jeddah) July-2010 to March-2013,

My Career More than 10 years of professional experiences as a (Procurement Officer, Procurement Coordinator, Invoice Coordinator & Controller) AND (Procurement-Secretary & Document-Controller) Ensure procurement activities support. Develop, monitor and update procurement systems and processes, access to information and advice which is effective, meets probity standards and regulation and best practice. Facilitate expenditure reviews to identify opportunities to add value through improve procurement dept.

Years of Experience as a Procurement Reporting to Procurement-Manager & engineers, coordinate our supplier, incoming calls, incoming faxes distribution, Review Purchase Request/ Review Quotations/ Prepare Comparison price sheets reports/ preparation purchase orders / preparation of internal delivery notes / preparation of invoices claim payment issue order / bank transfer to supplier, filling, preparing shipment dispatch to our customer and all related jobs like typing, attending telephone as assigned.

Producing Daily, Weekly and Monthly reports plus special reports that may be requested from time to time.

Secretary & Document Controller Assisting to Procurement-Manager ties collecting enquiry's messages from Project Sites and

sent to enquiry's to supplier by email and follow up quotations as appropriate, taking clear messages and passing to the appropriate member of the team using judgment of urgency coordinate to our supplier, incoming calls, incoming emails distribution, Review Purchase Request/ Review Quotations/ Prepare Comparison price sheets reports

Experience as a document controller knowledge of controlling documents work in accordance with the construction plans, project specification and complying with the standard. Personal attributes I intend to work with an approach to achieve perfection results and addressing root cause of variance and avoiding defective occurrence. Being flexible I can easily adapt to new multicultural professional roles with good adjustment with organizational structure. I can work with multitasking skill and customer focused approach always believe in teamwork and lead. Producing Daily, Weekly and Monthly reports plus special reports that may be requested from time to time.

### **KEY PROJECTS:**

- ✓ **GTS-German Technical Service-Riyadh) Qassim Museum & KAP-1 Project**
- ✓ **EMW- Electro Mechanical Works-Riyadh) Metro Rail Project-West Depo Phase-3**
- ✓ **FNSS Middle East Co-Riyadh) Military Vehicle Supplies**
- ✓ **Maytas Infra Saudi Arabia-Jeddah) Sang Housing Project Madinah & Dammam**
- ✓ **Axal Arabia Construction-Jeddah) MOI-Strategy, Princes Noora University & Sang Dammam.**

## Professional Experiences in Procurement

**Procurement-Officer- Coordinator: GTS-German Technical Service Co -Electro Mechanical Works Co (-Qassim Meseum & KAP1Project-Riyadh) From: June-2019 Till Date.**

**Procurement-Officer- Coordinator: EMW-Electro Mechanical Works Co (Metro ProjectRiyadh) From: Jan-2019 To June-2019.**

**Procurement Officer: FNSS MIDDLE EAST CO. RIYADH (Falcon Nurol Savunma Sistemleri) Military Vehicle Supplies (Industrials Area-Riyadh). From: January-2016 To Nov-2018.**

**Procurement Officer: MAYTAS INFRA SAUDI ARABIA CONSTRUCTION CO LTD (SBG-GROUP) Jeddah. From: April-2013 To Dec-2015.**

- Assisting Procurement Manager with high responsibility and loyalty for smooth and efficient purchasing activities

Responsibilities collecting enquiry's messages from Project Sites and sent to enquiry's to supplier by email and follow up quotations as appropriate, taking clear messages and passing to the appropriate member of the team using judgment of urgency.

- Reviewing material request from the site related documents for compliance with standards;
- Coordinating with Local supplier for material request to quote us as soon as possible without any delays.
- Receiving quotations from the supplier's to compare the prices and negotiation with supplier for pricing to place the purchase orders.
- Placing purchase order's to supplier and coordinating with the delivery status of materials and checking with sites project storekeeper.
- Expedite maintains a records of the purchase orders, delivery status and invoices controlling and coordination with suppliers through telephone calls, by email with the contact person.
- If any circumstance delay of materials from the supplier immediately contacting to the supplier & coordinating for materials issue & problems to solve with supplier and Project Manager, Engineers & Storekeepers.
- Coordinating to Sites Store Keeper for the delivery of materials status and controlling for all projects sites, materials stocks.
- As per PO'S **Review** and verifying Delivery Notes with Materials Receive Voucher and compare to invoices matching with PO'S unit-price, qty of the materials & descriptions items and Invoices process to accounts dept for release the payments.
- As Purchase Officer and dealing with the International and Local Suppliers, Office Equipment's, IT Product, Office Furniture, Stationary and others Products as required base.
- Doing end to end purchasing cycle activity. Handling related purchase request and creation of PO'S in the IFS Software Creating Maintaining all purchasing data in IFS Software and Maintain Soft Copy Folders & hard copy filing.
- Purchasing activities on daily basis reporting to purchasing manager immediately. Working closing with internal clients. Implement ideas that lead to process improvements (cost, time, service improvement).
- Ensure appropriate and adequate documentation is in place for process & action learning & operation new systems and various processes. Improving job quality & speedy work process.

**PROCUREMENT SECRETARY-CUM-DOCUMENT CONTROLLER: AXAL ARABIA CONSTRUCTION CO LTD (SBG-GROUP)-Jeddah From: July-2010 To March-2013.**

Assisting to Procurement-Manager & engineers, Responsibilities collecting enquiry's messages from Project Sites and sent to enquiry's to supplier by email and follow up quotations as appropriate, taking clear messages and passing to the appropriate member of the team using judgment of urgency.

coordinate to our supplier, incoming calls, incoming emails distribution, Review Purchase Request/ Review Quotations/ Prepare Comparison price sheets reports preparation of purchase orders / after final approved purchase order sending my email and follow up delivery status and preparation of internal delivery notes / preparation of invoices, payment issue order & filling documents hard copy, preparing shipment dispatch to our Project Sites and all related jobs like typing, attending telephone as assigned.

- Experience as a document controller professional experience of controlling documents work in accordance with the construction plans, project specification and complying with the standard. Personal attributes I intend to work with an approach to achieve perfection results and addressing root cause of variance and avoiding defective occurrence. Being flexible I can easily adapt to new multicultural professional roles with good adjustment with organizational structure. I can work with multitasking skill and customer focused approach always believe in teamwork and lead. Producing Daily, Weekly and Monthly reports plus special reports that may be requested from time to time.
- Maintaining and monitoring project documents: Plans, Contract Documents, Daily Dairy, MOM, Request for information, Project Drawings, Project Photos, Project Schedules, Request for inspection, Material Submittal, Material Samples, Site Instruction & NCR- Non Conformance Report.
- All document receiving from contracts and updating log sheet in computer on daily bases and distribute documents to consents engineers and follow up for approval or rejections.
- Approved or Rejected documents scan soft copy uploaded in systems.
- Preparing necessary presentation reports for meeting.
- Documentation is maintained appropriately for each folders.
- Ability to work with team efficiently as well as taking full responsibility for my work aside to giving attention to details. Ability to utilize on hand resources to come up with the best result and get the job done in the best shape possible.

Producing Daily, Weekly and Monthly reports plus special reports that may be requested from time to time.

**EDUCATIONAL QUALIFICAITON:**

**Bachelor of Commerce From Osmania University  
Hyderabad. A.P India.**

**Saudi Organization for Certified Public Accountants  
(SOCPA)**

**Certifications Completion Online from Udeemy:**

**SCMPSC-Strategic Cost Management for Procurement &  
Supply Chain**

**PM - Procurement Management**

**Technical Skills: -**

**Computer Skills: Ms-Office (Ms-Word, Ms Excel, PowerPoint  
& Software (Aconex, ERP Software's: IFS/Dynamic).  
(Aconex, ERP Software's: IFS /Dynamic).**

**Post Graduate Diploma in Computer Application  
TIMES COMPUTERS- Hyderabad A.P India.**

**Personal Profile**

**IQAMA STATUS: TRANSFERABLE**

**RELIGION: ISLAM**

**NATIONALITY: INDIAN**

**MARTIAL STATUS: MARRIED**

**LANGUAGES ENGLISH : Speak, Read & Write  
English, Urdu & Hindi**

**ARABIC: Basic workable.**

**DRIVING: LICENSE: K.S.A VALID 2025**

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