

Sabeel Uz Zama

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Profile

A seasoned Procurement Specialist with over 14 years of professional experience across multiple facets of procurement, including vendor management, materials management, and international INCOTERMS. I am adept at utilizing MS Office applications, communication in English, and working with diverse manufacturers. My career history displays my ability to manage projects, negotiation, and extensive collaboration with clients and vendors. I am also experienced in data management, and providing comprehensive market analysis and forecasting. Actively seeking to leverage my skills in a growth-oriented company where I can contribute to its success through agility, dedication, and diligent work.

Experience

SOURCING & PROCUREMENT SPECIALIST | AL MOAJIL HOLDING | NOVEMBER-2022 - PRESENT

- Developed and maintained strong relationships with suppliers and manufacturers, fostering partnerships to improve procurement processes and delivery timelines.
- Evaluated supplier performance to ensure quality standards and delivery deadlines were met consistently.
- Provided comprehensive knowledge of International INCOTERMS & SABER to guide procurement strategies and ensure the company adheres to relevant laws and regulations.
- Conducted regular market analysis to stay informed of industry trends, helping the company to stay competitive and make informed procurement decisions.
- Generating and implementing efficient sourcing and category management strategies.
- Negotiate with external vendors to secure advantageous terms.
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
- Discover and partner with trustworthy vendors and suppliers.
- Determine quantity and timing of deliveries.
- Maintain vendor database (including contact information, organizational history, and performance metrics)
- Review and evaluate vendor proposals and contracts.
- Evaluate supplier performance and develop corrective action plans to improve processes.
- Analyze and compare pricing proposals from several trusted suppliers before negotiating terms and prices to obtain the best deal for the company.
- Keep track of all goods and services ordered and received, and maintain accurate inventory records including details on price, performance, and delivery.
- Prepare and maintain purchasing reports, records, and updated price lists.
- Handle deliveries with short or over-ordered product, goods not received, and damaged items.

OVERSEAS PROCUREMENT SPECIALIST | MADAR ELECTRICAL MATERIALS | JANUARY-2012-OCT-2022

- Create purchase orders and send them to chosen vendors.
- Interact with suppliers daily to develop and nurture mutually beneficial relationships.
- Monitor status of orders and deliveries.
- Track delivery times, and report any issues with product or delivery.
- Prepare and maintain purchasing reports, records, and updated price lists.
- Calculate all order costs and evaluate invoices for accuracy.
- Ensuring that the product inventory is always in compliance with company policy.
- Assist in researching new vendors and comparing competing suppliers.
- Maintain up to date and precise records of orders, shipments, inventory, and reports.
- Following up with suppliers for confirmation of orders.

- Follow up with finance for timely payment for the vendors.
- Follow up with Logistic department, for arranging of containers for the ready materials from suppliers.
- Maintaining Brand File (HYUNDAI)
 - Verifying the Brand contract file.
 - Overseeing for the packing, as per the contract.
 - Focal contact for HYUNDAI Brand, for obtaining LOA (Letter of Authorization)

PROCUREMENT OFFICER| GULF INTERNATIONAL CONTRACTING | FEBRUARY-2009 - DEC-2011

- Create purchase orders and send them to chosen vendors.
- Monitor status of orders and contracts.
- Calculate all order costs and evaluate invoices for accuracy.
- Prepare and maintain purchasing reports, records, and updated price lists.
- Handle deliveries with short or over-ordered product, goods not received, and damaged items.
- Following up with suppliers for confirmation of orders.
- Perform administrative assistant work, including making travel arrangements, scheduling meetings, and handling incoming calls.

PROCUREMENT & LOGISTIC OFFICER| MISHNAN GROUP | MAY-2008 – JANUARY-2009

- Expedite and monitor orders, coordinate with vendors and other departments as needed, provide status updates.
- Verify all invoices against POs for unit price accuracy within receipt from Accounts Payable.
- Ensure invoices are received in system and resolve discrepancies on an on-call basis.
- Reviews, updates, and maintains purchase orders until they are closed.
- Ensured shipping documentation was accurate, complete and met the requirements of importing country.
- Coordinate supply from vendors to meet the inventory demands for company.
- Forecasted product and service needs, analyzed vendor performance, and communicated goods delivery.

Education

BACHELOR OF COMMERCE | JUNE 2003 | KAKATIYA UNIVERSITY, INDIA

CERTIFIED INTERNATIONAL PURCHASING PROFESSIONAL | DEC-2020 | AMERICAN PURCHASING SOCIETY, AURORA, U.S

Skills & Abilities

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| · Strategic Sourcing | · Data Analysis |
| · Forecasting & Planning | · Product Development |
| · Interpersonal and communication skills | · Market Research |
| · Poised under pressure | · Vendor Management |
| · Time Management | · Negotiation |
| · Flexible & Adaptable | · Analytical Skills |