

MOHAMED RASHEED. M

**17TH STREET, AL-DIRAIYAH STREET,
THUQBAH, AL-KHOBAR,
KINGDOM OF SAUDI ARABIA.**

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Professional Summary

Versatile Procurement Coordinator who is able to manage several projects at the same time. Adapt at managing contract provisions, negotiating new price schedules and setting up arrangements for projects that require specialty materials (strategic sourcing). Specializes in the contracting industry.

Attributes and Skills

- Excellent Negotiating Skills.
- Research and resolve problems and follow through on assignments.
- Ability to learn quickly, policies/procedures on procurement.
- Strong organizational skills.
- Problem solving and customer services skills.
- Inventory Management.
- Attention to detail.
- Ability to work with a high degree of accuracy.
- Proficient computer skills.
- Handling teams and leadership skills.
- Effective oral/written communication and interpersonal skills and possess high level of enthusiasm and motivation.
- Ability to work independently and as part of a team environment.

Experience & Responsibilities

Procurement Coordinator & Material Expeditor – Reporting to Procurement Manager (May 2020 to Present)

Kolin Insaat Turizm Sinaye ve Ticaret, K.S.A.

- Managing purchase requisitions sent by all project departments and select best purchasing approach to be pursued (Direct Purchasing, RFQ, RFP, etc.) depending on the requested item/service nature, value and category in accordance with approved company's policies.
- Develop key relationships with business stakeholders and strategic supply partners to improve business.
- Evaluating Supplier as well as sub-contractors based upon capacity, competency, consistency, financial base, competitive price and timely deliveries etc.

- Release Purchase Orders, expedite critical path requisitions, tracking and submission of reports.
- Interface with all departments to facilitate effective communication.
- Updating of weekly reports, E2-logs, CPR reports for ARAMCO.
- Produce status summary on pending/critical payment as required.
- Communicate status of order from approval through delivery, Procure to Pay.
- Update Purchase Order data in the ERP system.

Procurement Coordinator – Reporting to G.M. (Supply Chain) (June 2014 to May 2020)

Azmeel Contracting Company, K.S.A.

- Controlling and implementing purchasing objectives & procedures.
- Coordinating with Project Key Personnel/department as well as Activity Managers to establish the priority listing of the long lead and major materials
- Managing purchase requisitions sent by all project departments and select best purchasing approach to be pursued (Direct Purchasing, RFQ, RFP, etc.) depending on the requested item/service nature, value and category in accordance with approved company's policies.
- Set policy and guidelines for delivering commercial and cost effective process for the project.
- Support Cost Control Department with the related data/information to support the project invoicing process.
- Develop key relationships with business stakeholders and strategic supply partners to improve business.
- Evaluating Supplier as well as sub-contractors based upon capacity, competency, consistency, financial base, competitive price and timely deliveries etc.
- Release Purchase Orders, expedite critical path requisitions, tracking and submission of reports.
- Interface with all departments to facilitate effective communication.
- Manage invoice reconciliation; interact with accounts payable.
- Produce status summary on pending/critical payment as required.
- Communicate status of order from approval through delivery, Procure to Pay.

Customer Care Executive – Reporting to Manager (Customer Care) (August 2013 to May 2014)

Consim info. Pvt. Ltd, Chennai, India.

- Identified and evaluated opportunities improving the process and customer experience.
- Assisted the sales team for incoming requests for new services.
- Analyzed customer needs and made arrangements adhering to company policies.
- Handled escalated and upset calls, maintained and updated the outbound call reports.
- Awarded best employee of the month and best employee of the week several times for Production and Quality.

Process Associate – Reporting to Floor Manager (Service) (March 2012 to January 2013)

Quscient Technologies, Chennai, India.

- Worked in Finance & Accounts process for UK Client.
- Lead the team for the Pilot processes and made it a success.
- Attend seminar regarding the product updates from the client and train co-workers.
- Innovate ways to finish the process.
- Receive files from the clients and assigning the job to co-workers.

Process Associate and Supervisor – Reporting to M.D. (January 2011 to February 2012)

3G group of Companies, Salem, India.

- Forex Trader, analyze the market condition and make bidding online.
- Check the cross currency pairs current value and fluctuations.
- Assist multiple clients for bidding online in the Forex market.
- Deal with the clients and make business proposals.

Customer Care and Sales Executive – Reporting to Customer Care Supervisor (July 2010 to December 2010)

Mahindra Info. Tech., Tirunelveli, India

- Make outbound calls.
- Reply to the emails from the customer.
- Answer inbound calls.

Education

✚ *Bachelor of Engineering (2006 - 2010) – Computer Science*

- *P.E.T. Engineering College, Vallioor,*

✚ *Diploma in Computer Application (2007) Short Term Certification Course*

- *CSC Computer Centre, Kalakad*

✚ *Higher Secondary (2006) – Maths & Biology*

- *M.V.M. Vidya Mandir Matric. Hr. Sec. School, Mavadi.*

✚ *Matriculation Exam (2004)*

- *M.V.M. Vidya Mandir Matric. Hr. Sec. School, Mavadi.*

Extra & Co-Curricular Activities

- ❖ Participated in Paper Presentations
- ❖ Class Representative for 4 years during my college time
- ❖ Organized Industrial visits and Department Association meets

Personal Profile

- **Date of Birth** : 30.08.1988
- **Gender** : Male
- **Languages known** : English & Tamil (Fluent)
- **Languages known** : Hindi & Arabic (Beginner)
- **Marital Status** : Married
- **Nationality** : Indian
- **Iqama** : Transferrable

Personal Qualities

- ❖ Easily mingling with people and making friends
- ❖ Self-confidentiality
- ❖ Good Team Worker

Declaration

I declare that the details furnished in this resume are true to the best of my knowledge.

Yours truly,
M. Mohamed Rasheed