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|  | KAISER JAMAL  Dammam, Saudi Arabia  Mobile: + 966 532512207  Email: [kaiserjamal123@gmail.com](mailto:kaiserjamal123@gmail.com) |

**Profile**

I am experienced professional, with invaluable managerial experience. Highly focus with comprehensive knowledge of business operation such as procurement, warehouse operation and property management. A consistent record of accomplishment for employing best business practices that improve efficiency, reduce operation costs whilst increasing productivity. Excellent analytical, critical thinking and strategic skills. Result oriented with charismatic leadership and influencing skills.

**Career Objective**

Seeking assignments in Procurement, Inventory, Property, Facilities Management, Human Resource, Business Processes & Strategic Planning etc., with a growth-oriented organization in any Industry.

**Experiences**

**Property Superintendent**

Arsal Maintenance and Operation Company subsidiary of Al Majdouie Group, since March 2011 to till date

* Maintain property rentals by advertising, filling vacancies, negotiating, enforcing leases, maintaining, and securing premises.
* Establishes rental rate by surveying local rental rates and calculating overhead costs, depreciation, taxes, and profit goals.
* Contracts with tenants by negotiating leases and collecting security deposit.
* Develop and oversees the implementation of a systemic maintenance program to operate, maintain and upgrade buildings or property in a cost-effective and sustainable manner.
* Develop and oversees the implementation property in a cost-effective and sustainable manner.
* Develop and manage annual maintenance contracts.
* Accomplishes financial objectives by collecting rents, paying bills, forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.
* Maintains property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations, contracting with landscaping and snow removal services
* Maintains building systems by contracting for maintenance services and supervising repairs.
* Secures property by contracting with security patrol service, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies.
* Enforces occupancy policies and procedures by confronting violators.
* Prepares reports by collecting, analyzing, and summarizing data and trends.
* Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

**Procurement Supervisor**

Al Majdouie Holding Company, since June 2005 to March 2011

* Develop and manage purchasing plans and strategies relating to development, inventory construction, and maintenance operation.
* Manager suppliers and contractors for requirement of sub-contracting services, raw materials, consumable/non consumable items, services contracts, spare parts, tools & equipment.
* Ensures the adequate supply of all required materials, components and equipment
* Create purchase orders and blanket purchase agreements
* Manage all aspects of RFQ, the competitive bidding process and vendor management.
* Collect quotations based on requirements and required specification
* Perform effective negotiation session with vendors to grab best price
* Prepare purchase orders and all bidding related documents
* Implement negotiated terms & condition and preparing the contracts
* Monitor, expedites and inspects delivery of goods to the end user.
* Control the purchase budget and finance related documents in proper manner.
* Responsible for meeting SLAs for the processes & teams within span as agreed to with the business units.
* Continuously monitor, evaluate supplier performance, processes and trends to identify improvement opportunities.
* Supervise purchase, warehouse and operation officials for smooth operation.

**Purchase Officer**

United Construction Corporation – Jamshedpur India, since March 2004- February 2005

* Identification of Need for industrial construction projects
* Defining the Specification of the product / service for buying
* Working out on RFQ/RFP/ Tendering
* Evaluation of offers from Supplier
* Raising Purchase Orders
* Follow up on Order Acknowledgement and ASN - Advance shipment notifications
* Follow up with warehouse for receipt of materials
* Follow up on presentation of Suppliers Invoice for payment actions
* Performance management of sub-contractors
* Engaging into contracts for high value procurement and post contract management.
* Dispute and reconciliation with supplier for materials and payment
* Arrangement of in- bound logistics and out - bound logistics

**Academic Qualifications**

**MBA - Master of Business Administration** from Sikkim Manipal University India, 2012

**BSC (IT) - Bachelor of Science in Information Technology** from Sikkim Manipal University India, 2004

**Certifications and Trainings**

* **Certified Business Operation Professional (CBOP)** from LEORON
* **Strategic Sourcing** from Global Supply Management, Inc.
* **Total Quality Management (TQM)** from Intelli-Gence Training & Consultancy
* **Negotiation Skills in The Work Situations from** ROWAD AL-ETKAN Corporation
* **Microsoft Certified Application Developer (MCAD**) at Al Jehat Training Inst.
* **Successful Project Management 3rd Edition** from American Management Association (Online)
* **Leadership Skill for Managers 4th Edition** from American Management Association (Online)
* **Idea Management** from James Schwarz Total Quality System
* **Developing Creativity and Innovation at Work** from GLOMACS
* **Employee Motivation from** Middle East Logistic Institute for Training (MELI)
* **Microsoft Project** from Jeddah International Higher Training Institute
* **PMP preparation training** from Al Majdouie T & D Department
* **Business Writing Skills** from Al Majdouie T & D Department
* **Leadership Skills** from Al Majdouie T & D Department
* **Drawing with AutoCAD 2D** from Al Majdouie T & D Department
* **Basics of Letter of Credit** from Al Majdouie T & D Department
* **High Performance and Cost Reduction** from Al Majdouie T & D Department
* **Organization Effectiveness** from Al Majdouie T & D Department
* **Workplace Organization using 5s Method** from Al Majdouie T & D Department

**Computer Proficiency**

Microsoft Word, Excel, Access, PowerPoint, Microsoft Project, .NET Programming, Auto CAD 2D & 3D, ORACLE ERP - Supply Chain Module and Enterprise Asset Management

**Award and Recognition**

* Best Employee Award on Year 2009 from Al Majdouie Group

**Personal Information**

Date of Birth: 15 December 1978

Nationality: Indian

Family Status: Married with Two Kids

Passport Number: T6771822

Iqama Status: Valid & Transferable

Languages Proficiency: English, Urdu/Hindi and Arabic (beginner)

Driving License: Valid Saudi Driving License