

# ABDUL KHADAR

Procurement Professional

Al Khobar, Saudi Arabia

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- Level-headed professional having over 8 years of captivating experience in Supply Chain Management, Sourcing & Procurement, Logistics, operational activities, and Inventory Management.
- Respectful Procurement executive with an understanding of supply and demand and a discerning eye for inventory level evaluation. Bilingual go-getter experienced in coordinating with vendors regarding logistics.
- Detail-oriented professional promoting expertise in supply chain planning. Confident Procurement executive knowledgeable in managing vendor relations, tracking products, and the methods needed to obtain the best pricing.

## PROFESSIONAL EXPERIENCE

**M/S. TELETRON**

**PROCUREMENT COORDINATOR**

**Abu Dhabi, UAE**

**JUL. 2016-Dec.2022**

- Negotiated contracts with vendors and suppliers, resulting in a remarkable 15% cost savings for the company.
- Managed and nurtured relationships with key suppliers, guaranteeing the timely delivery of goods and services.
- Devised and implemented highly effective procurement strategies, streamlining the purchasing process and boosting overall efficiency.
- Conducted comprehensive market research to identify potential suppliers, meticulously evaluating their capabilities and skillfully recommending optimal options to senior management.
- Generated purchase orders with acute attention to detail, after meticulous evaluation of purchase requisitions.
- Maintained accurate inventory control records.
- Collaborated closely with suppliers to obtain necessary shipping documents, meticulously reviewing them for accuracy to ensure smooth shipping clearance.
- Monitored open purchase orders to ensure on-time delivery and proactively resolved any potential issues with suppliers and logistics support.
- Ensured optimal warehouse capacity levels were maintained.
- Coordinated the movement and expedited the flow of goods from suppliers, within the warehouse, and throughout the delivery to the destination.
- Verified the accuracy of incoming and outgoing shipments, adhering to the terms and conditions of the purchase, INCOTERMS, regulations, and client-specific instructions.

- Orchestrated the entire sales and operational process, including soliciting quotations and analyzing contract proposals.
- Demonstrated accountability by efficiently registering sales orders in Netsuite, issuing order acknowledgments, following up on payments, and arranging collections.
- Coordinated seamlessly with the pre-sales team and assumed responsibility for showroom sales in the absence of the showroom manager.
- Prepared purchase requisitions, serving as the central point of contact for suppliers to analyze procurement activities and facilitate information exchange.
- Monitored orders closely and promptly notified customers of status updates or potential delays.
- Generated necessary documentation and information for customer shipments.
- Proactively contacted customers to collect payments, verify or update information, and consistently provided timely and customer-focused service.
- Effectively handled and resolved supplier and customer complaints, offering alternative solutions and answering inquiries.
- Kept customers informed by mail or phone about order details, including shipping dates and any anticipated delays.
- Implemented an efficient record filing system to enhance document organization and management.
- Produced comprehensive sales order and project reports.
- Fostered seamless communication and material arrangements by collaborating with various internal stakeholders such as the Operations Manager, Project Manager, Estimation engineers, Project Engineer, Warehouse team, and Finance department.

**Major Projects:**

- ACWA power 200MIGD RO project, Taweela
- Al Mafraq Dialysis Center & Health point Hospital
- Shah Accommodation and Administration Complex (ADCO) with 24 Buildings
- Mirdif Hills Development
- ADDC Khalifa Branch & Control Center Buildings
- Corniche Tower – Abu Dhabi
- Rawdhat Building – Abu Dhabi
- Saadiyat Island Palace
- New Pumping Station Jabal Haffet
- Deira Waterfront
- Jannah Burj Al Sarab
- Lu’Luat Al Raha Courlyard Residense, 3 Buildings
- Highland Resort Villa

**GE CAPITAL (SBI CARD)**  
**Service Provider**

**Mangalore, India**  
**SEP. 2013-NOV. 2014**

- Served as Service Provider and achieved assigned sales targets to contribute to the sales volumes.
- Fostered customer relationships for business growth.
- Resolved the queries of customers related to credit cards.
- Provided professional and expert advice on products & services.
- Reported to Area Manager on a daily, weekly, and monthly basis.

## EDUCATION & CERTIFICATIONS

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**Master of Business Administration – Gauhati University, Guwahati**

**Bangalore, India**

- Specialization: Finance and Marketing

**2011-2013**

**Bachelor of Business Management – Mangalore University**

**Mangalore, India**

**2008-2011**

### **Certifications:**

- CSCP – Certified International Supply Chain Professional      **IPSCMI, USA | (03/2022 – 03/2027)**
- Purchasing Foundations – LinkedIn (06/2021)
- Sales Closing Strategies – LinkedIn (05/2021)
- Supply Chain & Operations Management – LinkedIn (05/2021)

## SKILLS AND ACHIEVEMENTS

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- **Technical Skills:** Net Suite (Oracle), Sage ERP & CRM
- **Key Skills:** Strategic Sourcing & Procurement Operations, Logistics Operations, Order Management, Contract Management, Vendor Management, Project Management, General Administration.
- Diploma in Certified Computer Accountant (Tally 9) from Computer Training Center (CCTC) - (2011)
- Diploma in Computer Application (DCA) from Manipal Institute of Computer Education (MICE) – (2006)
- **Achievements:** Acknowledged with Certificate of appreciation for the year 2018-19 in Telectron. (2019)

## PERSONAL DETAILS

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- Date of Birth                   : 30/05/1990
- Sex                                : Male
- Nationality                    : Indian
- Marital Status                : Married
- Languages Known            : English, Kannada, Hindi, Malayalam
- Driving License               : United Arab Emirates & India

**REFERENCES: AVAILABLE UPON REQUEST**

# International Purchasing and Supply Chain Management Institute



**Abdul Khadar**

is hereby Certified as a

**Certified International Supply Chain Professional  
(CISCP)**

As a purchasing and supply chain management professional, this includes the responsibility to maintain the highest ethical practice to favorably reflect upon the profession.

Given at Lewes, Delaware, the United States.

Certification ID: *CISCP2220337439*  
Issue Date: *March 16, 2022*  
Expiration Date: *March 16, 2027*



President, Certification Committee



تلكترون  
telectron

## CERTIFICATE OF EMPLOYMENT

This is to certify that



**Mr. ABDUL KHADAR**

Had been employed at TELETRON in the Position of

**COORDINATOR – SALES AND PROCUREMENT (ELV),**

*From 01-Feb-2015 to 15-Dec-2022*

This Certificate is being issued upon the request of the employee and bears no legal and/or binding obligation on the company.

Given this on 15<sup>th</sup> December 2022 with Ref. No. HR/REC/EC004/2022 at Abu Dhabi, U.A.E.



**Karim Kobty**

**Director - Commercial & Administration**


 United Arab Emirates دولة الامارات العربية المتحدة  
 Driving License رخصة القيادة


 License No: **2448455**  
 الاسم: **أبو خادير إسبدي بربالامادي**  
 Name: **ABU KHADIR ISBUDU PERLAMPADY**  
 Nationality: **INDIA**  
 الجنسية: الهند  
 Date of Birth: **30-05-1990**  
 تاريخ الميلاد: 30-05-1990  
 Issued Date: **28-04-2018**  
 تاريخ الإصدار: 28-04-2018  
 Expiry Date: **26-04-2025**  
 تاريخ الانتهاء: 26-04-2025  
 Place of Issue: **Abu Dhabi**  
 جهة الإصدار: أبو ظبي

ADR398E7  
 Licensing Authority

Traffic Code No: **1170051956** الرقم المروري  
 Personal Markings: **أبجود**

لون المركبة Automobile Color			لون المركبة Light Vehicle	

\* This license valid only for UAE and not for other countries.  
 \* هذه الرخصة صالحة فقط للإمارات العربية المتحدة ولا يمكن استخدامها في دول أخرى.  
 \* This may be substituted with another IP license.  
 \* يمكن استبدال هذه الرخصة برخصة أخرى.

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