



# FAROOQ AHMAD KHAN

## PURCHASE OFFICER

In my capacity as a Purchase Officer, my principal objective is to ensure the expeditious handling of all purchase requests, thereby preventing any disruptions to the company's daily operations. My responsibilities encompass overseeing the adherence of suppliers and bidders to established bidding protocols preceding the commencement of the procurement process. Additionally, I possess a comprehensive understanding of the policies and procedures governing requisitions, procurement, quotation requests, invoicing, and product delivery.

## CONTACT INFO

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**Address:**

3880 As Suq Dist. Dammam

## PERSONAL INFO

**Driving License** : Yes

**Iqama** : Transferable

**Nationality:** : Pakistani

## SKILLS

- Relationship Building With Vendors
- Negotiation
- Compare and Evaluate offers from suppliers
- Track orders and ensure timely delivery
- Review quality of purchased products
- Analytical Skills
- Innovative
- Communication
- Influencing
- Prioritizing
- Flexibility and Adapability
- Inventory Control
- Local Buying

## HOBBIES

- Writing
- Swimming
- Photography
- Travelling

## EXPERIENCE

- Purchase Officer** 03/2023 - Present  
Gulf Horizon Industry Company Dammam, Saudi Arabia  
**Responsibilities:**
  - Receiving MR's as per company's policies and procedures assigned to purchase dept, from store/End User.
  - Review the completeness of material technical specifications, certifications, inspection and testing requirements and prepare RFQ's within the schedule.
  - Create and escalate the RFQ's to designated suppliers from the approved suppliers list.
  - Researching and evaluating prospective suppliers
  - Evaluates suppliers offers in terms of the commercial and technical requirements.
  - Works with Operations and Procurement Manager to negotiate terms and conditions with intention to provide additional discount or other favorable terms.
  - Ensure Purchase Orders are expedited to completion, including coordination with production, Engineering, QHSE, and Quality Control (AISI, API), and that all Suppliers documentation is received.
  - Making price comparisons for Raw Alloy Steel Material and machine tools and services.
  - Conducts due diligence of potential suppliers and monitors performance of pre-qualified suppliers with supplier evaluation report , supplier audit plan, supplier assessment/Re-assessment and Shop survey reports.
  - Track master purchase orders list of complete orders and pending orders as well.
  - Update vendors about payment completion to sustain delivery availability and submit to trade terms.
  - -Ensure all incidents/delays/non-compliance are recorded, reported and investigated.
  - Liaises with the various suppliers and sources for Local Purchase Orders (LPO).
  - Visits of Various suppliers for follow up of transactions/documents
  - Preparing documentation related to audit of API Spec-Q1.
- Purchase Officer** 10/2015 - 02/2023  
Shining Horizon Trading Co, Riyadh, Saudi Arabia  
**Responsibilities:**
  - Researching potential vendors.
  - Comparing and evaluating offers from suppliers.
  - Negotiating contract terms and pricing agreements.
  - Monitoring and tracking orders to ensure timely delivery.
  - Reviewing the quality of purchased products.

## LANGUAGES

- English - C1
- Urdu - 5
- Arabic - A1

- Maintaining accurate records of purchases, delivery information, and invoices.
- Entering order details into internal databases.
- Preparing reports on purchases, including cost analyses.
- Monitoring stock levels and initiating orders as required.
- Coordinating with warehouse personnel to ensure proper storage.
- Executing local purchase operations within assigned budgets.
- Managing petty cash expenses.
- Resolving invoice issues related to accounts payable.
- Collaborating with the Finance department to ensure timely vendor payments.

## EDUCATION

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**Bachelor of Computer Science**

2004

Allama Iqbal Open University, Islamabad, Pakistan

## REFERENCES

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Will be furnished upon request