



SHAHID MAHMOUD

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PERSONNEL INFORMATION:

- DATE OF BIRTH 10-JUNE-1987
- VALID DRIVING LICENSE
- MARRIED
- PAKISTAN

LOOKING FOR JOB:

- SITE CORDINATOR PROCUREMENT
- SITE PURCHASE OFFICER
- WAREHOUSE CORDINATOR
- EQUIPMENT SUPERVISOR
- LOGESTIC SUPERVISOR

OBJECTIVE:

Intend To Build A Career With Leading Cooperate Committed & Dedicated People, Which Will Help Me To Explore Myself Realize My Potential.

LANGUAGE PROFESSIOANCY:

Arabic: Reading, Writing And Speaking (Good)
English: Reading, Writing And Speaking (Good)
Urdu: Reading, Writing And Speaking (Excellent)

SKILLS & STRENGTHS:

- Excellent Communication Skill
- Efficient Management And Leadership Ability.
- Efficient Planning And Coordination Of Activities.
- Well Versed With The Usage Of Computer And Microsoft Office Tools, Internet And Email.
- Multi-Tasking
- Technical Skills
- Problem Solving
- Creative Thinking
- Time Management

EDUCATIONAL QUALIFICATION:

- FSC From Rawalpindi Collage Of Commerce
- Higher Secondary School Certificate.
- Board Of Intermediate And Secondary Education Rawalpindi Pakistan.
- Secondary School Certificate.

TRAININGS AND CERTIFICATES:

- Diploma From Super Tech Institute Of Computer Sciences. Rawalpindi

PROFESSIONAL EXPERIENCE:

- 18 HOLE GOLF COURSE PROJECT (KAEC)
- CLIENT: EMAAR
- PROJECT MANAGER: TURNER ARABIA
- CONULTANT: DAR AL HANDSAW
- INTERNATIONAL CONSULTANT: EUROEAN GOLF DESIGN (EGD)

PROJECT: 50 VIP VILLAS AT KING ABDULLAH ECONOMIC CITY (KAEC)

- MAIN CONTRACTOR: SAUDI BINLADIN GROUP.
- CONULTANT: DAR AL HANDSAW

PROJECT: BAYLASUN (KAEC)

- MAIN CONTRACTOR: RABYA.
- CONULTANT: SAUDI COUNSALTING SERVICE

PROJECT: KING ABDULLAH UNIVERCITY OF SCIENCE & TECHNOLOGY (KAUST)

- CLIENT: KAUST.
- MAIN CONTRACTOR: SAUDI BINLADIN GROUP.
- CONULTANT: ARAMCO

PROJECT: KING ABDULAH SPORT CITY

- CLIENT: KASC.
- MAIN CONTRACTOR: SAUDI BINLADIN GROUP.
- CONULTANT: ARAMCO

PROJECT: FLASTEEN STREET MIDDEL CORNICHE UPGRADING

- CLIENT: - JEDDAH MUNICIPALITY
- PROJECT MANAGER: - PMDC
- CONSULTANT: - V3

PROJECT: NUZHA MADINA ROAD INTERCHANGE BEAUTIFICATION PROJECT

- CLIENT: - JEDDAH MUNICIPALITY
- CONSULTANT: - ICOM

PROJECT: NEW KING ABDUL AZIZ INTERNATION AIRPORT

- CLIENT: - GACA
- CONSULTANT: - DAR AL HANDSAW

PROJECT: FORMULA 1 CIRCUIT WATER FRONT (JEDDAH)

- CLIENT: - MINISTRY OF SPORTS
- PROJECT MANAGER: - UNIMAC

DUTIES & RESPONSIBILITIES:

- Standardized Inventory Quarterly Reporting And Analysis And Instituted Corrective Action For Close-Outs And Out-Of-Stock Items To Keep Inventory Records Current.
- Maintained Consistent Email Communication With Stores And Suppliers To Confirm And Track Orders And Verify Price Revisions On Purchase Orders.
- Researched Suppliers Based On Availability, Quality, Selection, And Price.
- Checked Items Received Against Items Ordered By Verifying Receipts.
- Reviewed Order Updates To Identify Best Practices Aligned With Corporate Goals.
- Negotiated With Suppliers, Vendors, And Other Representatives.
- Maintained And Reviewed Computerized Records Of Items Purchased And Costs Associated With Purchases.
- Solved Diverse Supply Chain Problems Involving Numerous Sources, Logistics And Scheduling Factors.
- Performed Monthly Reconciliation Of Open Purchasing Orders.
- Negotiated Pricing Structures, Delivery Schedules And Other Contract Parameters.
- Sourced And Vetted New Vendors To Meet Purchasing Needs.
- Maintained Files Of Material Data Safety Sheets For Hazardous Materials And Chemical Solutions.
- Tracked Orders And Shipments To Inform Warehouse Manager Of Incoming Loads.
- Maintained Network Of Professional Contacts To Discover New Opportunities For Good Deals On Orders.
- Prepared And Processed Requisitions And Purchase Orders For Supplies And Equipment.
- Analyzed Market And Delivery Systems To Assess Present And Future Material Availability.
- Worked With Site Team To Understand And Plan For Materials Needs.
- Coordinated With Inventory Control To Determine And Manage Inventory Needs.
- Developed Cost Analyses And Prepared Recommendations For Procurement Managers.